



General Accounting

Training Guide

Version 2.0

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About This Training Guide

TRAINING GUIDE DESCRIPTION

The General Accounting area in AFIS allows for processing internal accounting transactions and other miscellaneous transactions not processed by other functional areas. This training guide provides an overview of the General Accounting processes, controls, and documents used in AFIS. General Accounting documents are used to:

- Transfer, reimburse, adjust, or correct balances by moving expense, revenue, or balance sheet funds.
- Create year-end adjustments or accruals.
- Record internal transfers between state agencies, often in the form of expense or revenue with cash offsets.

The training guide also covers the decentralized Chart of Accounts (COA) elements that are maintained at the department level and the steps required to create new decentralized COA codes.

TRAINING GUIDE OBJECTIVES

In this training guide, you will:

- Review the navigation of AFIS using tables, documents, and queries
- Examine the General Accounting features and processes
- Identify the General Accounting query pages and their uses
- Identify and create the documents used to process internal transactions
- Manage the Decentralized Chart of Accounts element codes
- Examine Budget Fiscal Year Staging processes
- Identify Batch Job processes and their uses

TERMINOLOGY

Table 1 includes key terms and definitions specific to this guide.

Table 1: Terminology

Term	Description
Accounting Journal	The primary record of all accounting transactions within AFIS.
Accounting Template (ACTPL)	A predefined set of elements that can be inferred to a document accounting line as a soft inference, meaning accounting elements may still be entered on a transaction that are not overwritten by elements defined on the Accounting Template.
AFIS	Stands for Arizona Financial Information System. A web-based application for the State's Financial Management.
Chart of Accounts	An account structure to classify financial information which captures the dimensional structure for documenting and reporting on budget data.
Copy Forward	Feature that enables a user to copy pertinent information from a finalized existing document into a new Document Type whose purpose is to reference or liquidate the source document.
Document	A single form that collects information designed to ease data entry as well as to consolidate pertinent information for approval and query purposes.
Document Template	A template that shares the same structure and data entry fields as a real document, but cannot process data.
Document Transaction	A process used to record financial information and administrative events into AFIS, such as the intent to purchase goods from a specific vendor.
Event Type (ETYP)	Identifies and records the type of financial activity for an accounting line of a document. For all accounting based documents, and certain non-accounting documents, every accounting line must have an Event Type. You can either enter the Event Type or use the default provided by the system.
Function	A predefined set of elements that can be inferred to a document accounting line as a hard inference overwriting any existing accounting elements and unchangeable once inferred.
Intra-Agency	A transaction that takes place within a department it is called an Intra-Agency transaction.
Inter-Agency	A transaction that takes place between departments it is called an Inter-Agency transaction.
Journal	A historical record of processed data that is stored by document in order of processing.
Posting Code (PSCD)	A code associated with instructions that tell AFIS what debits and credits to create against a given budget. Debits and credits post to various accounting journals and ledgers (summaries of journals) for tracking purposes and reporting.

LIST OF ACRONYMS

Table 2 lists the acronyms used in this training guide.

Table 2: List of Acronyms

Acronym	Definition
ABS	Accounting Based Spending
ACTPL	Accounting Template
ACTV	Activity table
APD	Accounting Period
BBALD	Inception-to-Date (ITD) Balance Sheet Detail
BBALFY	Fiscal Year (FY) Balance Sheet Details
BBALS	Inception-to-Date (ITD) Balance Sheet Summary
BFY	Budget Fiscal Year
BSA	Balance Sheet Account
CBALDQ	Cash Balance Detail Query
CBALPQ	Cash Balance Pool Query
CBALSQ	Cash Balance Summary Query
COA	Chart of Accounts
DOBJ	Department Object table
DRSRC	Department Revenue Source table
ERQ	Event Requirements table
ESUM	Expense Summary query page
ETYP	Event Type
FBALDQ	Fund Balance Detail Query
FBALSQ	Fund Balance Summary Query
FUNC	Function table
FUNCINF	Function Inference
FY	Fiscal Year
GAO	General Accounting Office
IET	Internal Exchange Transaction
IETRE	Residual Equity
IETWO	Work Order
IETBS	Balance Sheet
ITEOP	Operating Transfer
IETTRI	Real Estate
IETAT	Automated Transfer (Accounting Template) (Revenue)
IETUT	Use Tax Transfers (Accounting Template) (Revenue)
IPO	Internal Purchase Order
ITA	Internal Transaction Agreement
ITARE	Internal Transaction Agreement - Residual Equity
ITAOP	Internal Transaction Agreement - Operating Transfer
ITATRI	Internal Transaction Agreement - Real Estate
ITABS	Internal Transaction Agreement - Balance Sheet
ITAWO	Internal Transaction Agreement - Work Order

Acronym	Definition
ITD	Inception-to-Date
ITI	Internal Transaction Initiator
ITIRE	Internal Transaction Initiator - Residual Equity
ITIOP	Internal Transaction Initiator - Operating Transfer
ITITRI	Internal Transaction Initiator - Real Estate
ITIBS	Internal Transaction Initiator - Balance Sheet
ITIDT	Internal Transaction Initiator - Department of Transportation (copy forward to ITA)
IDIAD	Internal Transaction Initiator - Department of Administration (copy forward to ITA)
ITIWQ	Internal Transaction Initiator - Work Order
JBUD	Budget Journal
JCASH	Cash Journal
JACTG	Accounting Journal
JV	Journal Voucher
JVA	Advanced Journal Voucher
LOC	Location table
PSCD	Posting Code
TASK	Task table

1. NAVIGATION REFRESHER

Learning Objectives

In this lesson, you will:

- Review the basic access and navigation of a reference table using Page Search
- Review the basic access and navigation of a document using the Document Catalog
- Review the basic access and navigation of a query page using the Jump to command

Lesson Overview

As with any software, it is important that users understand how to navigate through various menus and features in order to complete tasks efficiently and accurately. AFIS uses a Web interface to display the types of application pages used to process financial information. This lesson reviews the navigation of AFIS as it pertains to General Accounting processes by looking at reference tables, documents and queries used throughout this training guide. Understanding how to use these three types of pages is important, because it makes it easier for users to search for a particular type of page and navigate between them. Pages are referred to in two different ways, the Page Description and the Page Code. AFIS uses a Web interface to display the types of application pages, which are described below.

1.1. Navigation Review: Reference Table

Reference tables are used to store information within the system. The information in some of these reference tables can be created and modified by anyone with the required security permissions. All reference tables can be accessed via the Jump to command in the Primary Navigation Panel or Page Search in the Secondary Navigation Panel. This topic examines the process of accessing the Function (FUNC) reference table.

ACTIVITY 1.1

Navigate to the Function Reference Table

Scenario

You want to review the navigation features in AFIS. Use Page Search to locate the Function (FUNC) reference table.

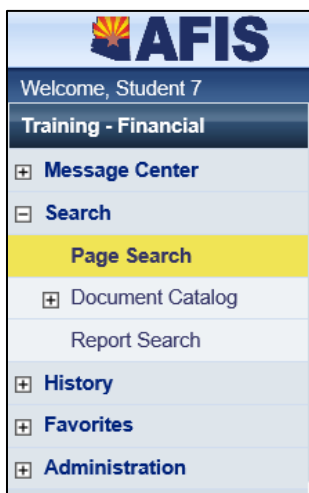
Setup

- ✓ User is logged into the AFIS Home Page.

Steps

A. Navigate using Page Search.

1. In the Secondary Navigation Panel on the left, click **Search**.



2. Click **Page Search**.
3. In the **Page Code** field, type **FUNC**.
4. Click **Browse**.



5. In the list of reference tables that appears below the search fields, click the **Function** link.

Fiscal Year	Department	Function	Name	Active	Effective From	Effective To
2014	ABA	46030	PS, ERE & OTHER OPERATING	Yes		
2014	ADA	1234567890	FINANCE AND PLANNING	Yes		
2014	ADA	46030	PS, ERE & OTHER OPERATING	Yes		
2014	ADA	ASET3A03	FINANCE AND PLANNING	Yes		
2014	DEA	FAZ1	Function Arizona1	Yes		

Below the table, there is a 'General Information' section with fields for Fiscal Year, Department, Function, Name, Short Name, Contact Code, Effective From, Effective To, Active, Budgeting, and Description. There are also links for Rollups and Extended Description.

- B. Navigate using the Search tool within a table.

1. Click the **Search** link that is below the reference table.
2. In the Search window, in the **Fiscal Year** field, enter *the current fiscal year*.
3. In the **Department** field, enter the data from *your student data card*.

Fiscal Year : 2015

Department : 107

Function :

[Ok](#) [Clear](#) [Cancel](#)

4. Click **Ok**.

- C. Explore the Function table.

1. Select the line for the Function in the grid. The scalar shows the details of the selected Function code.
2. In the scalar, click **Rollups** to expand the section.

3. Click **Extended Description** to expand the section.

The screenshot shows the AFIS web application interface. The top navigation bar includes links for Home, Personalize, Accessibility, App Help, and About. The left sidebar contains navigation options like Training - Financial, Message Center, Search, Page Search, Document Catalog, Report Search, History, Favorites, and Administration. The main content area is titled 'Function' and features a table with the following data:

Fiscal Year	Department	Function	Name	Active	Effective From	Effective To
2015	107	1075205	Student 7	Yes		

Below the table, there are links for 'First', 'Prev', 'Next', and 'Last'. A toolbar includes 'Save', 'Undo', 'Delete', 'Insert', 'Copy', 'Paste', and 'Search'. The page is divided into several sections:

- General Information:** Fields for Fiscal Year (2015), Department (107), Function (1075205), Name (Student 7), Short Name (Student 7), and Contact Code. It also includes checkboxes for Active (checked), Budgeting (checked), and a Description field.
- Rollups:** Fields for Function Class, Function Category, Function Type, and Function Group.
- Extended Description:** A text area for the extended description.

At the bottom, there are links for 'Top' and 'Populate for All Departments'.

4. Click **Home** in the Primary Navigation Panel to return to the Home Page.

1.2. Navigation Review: Document

The information stored in reference tables gets updated by documents. Some documents update the information on multiple tables. The Document Catalog is used to create documents and to search for documents based on Code, Department, Unit, or ID. It can also be searched by User Information using User ID (created by) and Date (created on) fields, as well as by Document State using Function, Phase or Status fields. This topic will review the process of using the Document Catalog to locate an Internal Exchange Transaction (IET) document.

ACTIVITY 1.2

Navigate to an Internal Exchange Transaction Document

Scenario

You want to review the navigation features in AFIS. Use the Document Catalog to find an Internal Exchange Transaction (IET) document.

Setup

- ✓ User is logged into the AFIS Home Page.

Steps

A. Navigate using the Document Catalog.

1. From the Secondary Navigation Panel on the left, click **Search**.
2. Click **Document Catalog**.

AFIS

Welcome, Student 7

Jump to: Go

Home Personalize Accessibility App Help About

Procurement Budgeting Accounts Receivable Accounts Payable

Training - Financial

Message Center

Search

Page Search

Document Catalog

Report Search

History

Favorites

Administration

Document Catalog

Create

Document Identifier

Code : Unit :

Dept. : ID :

User Information

Document State

Browse Clear

Open Validate Submit Copy

Code	Dept.	Unit	ID	Comments	Version	Function	Phase	Status	Date	User ID	Amount	Active
First Prev Next Last												

Menu

3. In the **Code** field, enter **IET**.
4. In the **Dept.** field, enter the data from **your student data card**.
5. In the **ID** field, enter **S***.
6. Click **Browse**.

Document Catalog

Create

Document Identifier

Code : IET Unit :

Dept. : 107 ID : S*

User Information

Document State

Browse Clear

Open Validate Submit Copy

Code	Dept.	Unit	ID	Comments	Version	Function	Phase	Status	Date	User ID	Amount	Active
IET	107	STUDENT 7	No	1	New	Final	Submitted	10/7/14	sa	\$4,999.00	Yes	

First Prev Next Last

Menu

7. In the list of documents, in the first row, click the **ID** link for the document.

B. Explore the Internal Exchange Transaction document Header component.

1. Observe the fields on the **General Information** tab.

The screenshot shows the AFIS Internal Exchange Transaction (IET) document Header component. The top navigation bar includes links for Home, Personalize, Accessibility, App Help, and About. The main header area displays the document title "Internal Exchange Transaction(IET)" and various metadata fields: Dept: 107, ID: STUDENT 7, Ver.: 1, Function: New, Phase: Final, and Modified by sa, 10/07/2014. The "General Information" tab is selected, showing fields for Document Name, Record Date (10/07/2014), Budget FY (2015), Fiscal Year (2015), Period (4), Document Description (Something), and Actual Amount (\$4,999.00). The "Initiator" is set to Provider/Seller, and the "Delivery Date" is empty. An "Additional Information" section is also present. Below the main form, a summary table provides details for Exchange Details, 2nd Party Accounting, and Posting. At the bottom, there are buttons for Edit, Copy, Copy Forward, Discard, Print, Processing, Workflow, File, and Close.

Exchange Details	Total Lines: 1	Line Number: 1	Vendor Customer:	Legal Name:
2nd Party Accounting	Total Lines: 1	Line Number: 1	Line Amount: \$4,999.00	
Posting	Total Lines: 2	Posting Line: 1		

2. Click the **1st Party Information** tab.

The screenshot shows the AFIS Internal Exchange Transaction (IET) document Header component with the "1st Party Information" tab selected. This tab displays fields for Vendor/Contact information, including Vendor/Contact ID, Legal Name, Alias/DBA, Address Code, Address Line 1, Address Line 2, City, State, Zip, Country, and County. It also includes fields for Vendor Contact ID, Principal Contact, Phone, Phone Extension, Fax, Fax Extension, Email Address, and Web Address http://. The summary table at the bottom remains the same as in the previous screenshot. The bottom navigation bar includes buttons for Edit, Copy, Copy Forward, Discard, Print, Processing, Workflow, File, and Close.

Exchange Details	Total Lines: 1	Line Number: 1	Vendor Customer:	Legal Name:
2nd Party Accounting	Total Lines: 1	Line Number: 1	Line Amount: \$4,999.00	
Posting	Total Lines: 2	Posting Line: 1		

3. Click the **Extended Description** tab.

The screenshot shows the AFIS Internal Exchange Transaction (IET) form. The top navigation bar includes the AFIS logo, a 'Jump to:' field, and links for Home, Personalize, Accessibility, App Help, and About. Below this is a breadcrumb trail: Welcome, Student 7 > Procurement > Budgeting > Accounts Receivable > Accounts Payable. The main header area displays 'Internal Exchange Transaction(IET)' with fields for Dept: 107, ID: STUDENT 7, Ver.: 1, Function: New, Phase: Final, and Modified by sa, 10/07/2014. The 'Header' section contains four tabs: General Information, 1st Party Information, **Extended Description**, and Document Information. The 'Extended Description' tab is active, showing a large text area for the description. Below the tabs, there is a summary table with the following data:

Section	Total Lines	Line Number	Vendor Customer	Legal Name
Exchange Details	1	1		
2nd Party Accounting	1	1	Line Amount: \$4,999.00	
Posting	2	1		

At the bottom of the form, there are buttons for Edit, Copy, Copy Forward, Discard, Print, Processing, Workflow, File, and Close.

4. Click the **Document Information** tab.

The screenshot shows the AFIS Internal Exchange Transaction (IET) form with the 'Document Information' tab selected. The layout is identical to the previous screenshot, but the 'Document Information' tab is active, displaying the following information:

Created By: sa
 Created On: 10/07/2014
 Modified By: sa
 Modified On: 10/07/2014

The summary table at the bottom remains the same:

Section	Total Lines	Line Number	Vendor Customer	Legal Name
Exchange Details	1	1		
2nd Party Accounting	1	1	Line Amount: \$4,999.00	
Posting	2	1		

The bottom buttons (Edit, Copy, Copy Forward, Discard, Print, Processing, Workflow, File, Close) are also present.

C. Explore the other components of the document.

1. Click the **Open Document Navigator** arrow on the left of the screen to open the Document Navigator Panel.

The screenshot shows the AFIS General Accounting interface. The top navigation bar includes links for Home, Personalize, Accessibility, App Help, and About. The main header displays the user 'Student 7' and the current transaction details: 'Internal Exchange Transaction(IET)' with Department 107, ID STUDENT 7, Version 1, Function New, and Phase Final. The Document Navigator Panel on the left is open, showing a list of sections: Header, Exchange Details, 2nd Party Accounting, and Posting. The 'Header' section is selected, and the 'Document Information' tab is active. The main content area displays the following information:

Created By: sa
 Created On: 10/07/2014
 Modified By: sa
 Modified On: 10/07/2014

Below this, a summary table is shown:

Section	Total Lines	Line Number	Vendor Customer	Legal Name
Exchange Details	1	1		
2nd Party Accounting	1	1		
Posting	2	1		

At the bottom, there are buttons for Edit, Copy, Copy Forward, Discard, Print, Processing, Workflow, File, and Close.

2. Click **Exchange Details** in the Document Navigator Panel.

3. Observe the **General Information** tab.

The screenshot shows the AFIS General Accounting interface with the Document Navigator Panel open to the 'Exchange Details' section. The 'General Information' tab is active. The main content area displays the following information:

Exchange Details: Total Lines: 1, Line Number: 1, Vendor Customer: , Legal Name:

Line Number	Vendor Customer	Legal Name	Line Amount	Event Type
1			\$4,999.00	IN06

From 1 to 1 Total: 1

Below the table, there are buttons for First, Previous, Next, Last, and Go to line: [] Go. The 'General Information' tab is active, and the '1st Party Service Dates' section is expanded, showing the following information:

Event Type: IN06
 Accounting Template:
 Line Amount: \$4,999.00
 Calculated Amount: \$4,999.00

At the bottom, there are buttons for Edit, Copy, Copy Forward, Discard, Print, Processing, Workflow, File, and Close.

4. In the Document Navigator Panel, click **2nd Party Accounting**.

The screenshot shows the AFIS 2nd Party Accounting screen. The Document Navigator on the left has "2nd Party Accounting" selected. The main area displays a table with one line item: Line Number 1, Line Amount \$4,999.00, and Event Type IN06. Below the table, the "General Information" tab is active, showing fields for Event Type (IN06), Budget FY (2015), Accounting Template, Fiscal Year (2015), Line Description (line 1), Period (4), Line Amount (\$4,999.00), Bank (BK01), PY Accrual/Clearing %, AR Dept, AR Unit, Central Statement, and BPRO. The bottom of the screen has buttons for Edit, Copy, Copy Forward, Discard, Print, Processing, Workflow, File, and Close.

5. In the 2nd Party Accounting component, click the **Fund Accounting** tab.

The screenshot shows the AFIS 2nd Party Accounting screen with the "Fund Accounting" tab selected. The main area displays a table with one line item: Line Number 1, Line Amount \$4,999.00, and Event Type IN06. Below the table, the "Fund Accounting" tab is active, showing fields for Fund (1000), Object (7599), OBSA, Sub Fund (1000), Sub Object, Sub OBSA, Department (GFA), Revenue, Dept Object (1234), Unit (2C02), Sub Revenue, Dept Revenue, Sub Unit, BSA, and Appr Unit (GF98000). The bottom of the screen has buttons for Edit, Copy, Copy Forward, Discard, Print, Processing, Workflow, File, and Close.

6. In the Document Navigator Panel, click **Posting**.

AFIS

Welcome, Student 7

Procurement | Budgeting | Accounts Receivable | Accounts Payable

Internal Exchange Transaction(IET) Dept: 107 ID: STUDENT 7 Ver.: 1 Function: New Phase: Final Modified by sa, 10/07/2014

Document Navigator

Header

Exchange Details

2nd Party Accounting

Posting

Posting Total Lines: 2 Posting Line: 1

Line	Function	Debit Posting Credit Posting	Debit Posting Name Credit Posting Name	Debit Amount	Credit Amount
1	Non-Standard	R024	Internal CR	\$0.00	\$4,999.00
2	Non-Standard	D025	Internal CE	\$4,999.00	\$0.00
From 1 to 2 Total: 2					

First Previous Next Last

Go to line: Go

Edit Copy Copy Forward Discard Print Processing Workflow File Close

D. Close out of the document.

1. Click the **Close** button at the bottom right corner of the document to return to the Document Catalog.
2. Click **Home** in the Primary Navigation Panel to return to the Home Page.

1.3. Navigation Review: Query Page

The information updated by documents can be looked up by performing a query and certain tables are designed for this purpose. For example, balance information can be looked up on the Cash Balance Detail Query (CBALDQ) page. Tables and queries can be accessed by using the Jump to command in the Primary Navigation Panel. The Cash Balance Detail Query page lists Funds along with their Cash Balance, Adjusted Cash Balance, and their Available Cash Balance amounts. Drill Down (magnifying glass) buttons on the CBALDQ provide users the ability to do further research and find documents that have impacted the numbers on the query page.

ACTIVITY 1.3**Navigate to the Cash Balance Detail Query Page****Scenario**

You want to review the navigation features in AFIS. Use the Jump to command to navigate to the Cash Balance Detail Query (CBALDQ) page.

Setup

- ✓ User is logged into the AFIS Home Page.

Steps

A. Navigate using the Jump to command.

1. In the Primary Navigation Panel, in the **Jump to** field, enter **CBALDQ**.
2. Click **Go**. The Cash Balance Detail query page opens.

The screenshot displays the AFIS Cash Balance Detail Query page. The top navigation bar includes the AFIS logo, a 'Jump to' field with 'CBALDQ' entered, and a 'Go' button. The left sidebar shows the 'Training - Financial' menu with options like 'Message Center', 'Search', 'Page Search', 'Document Catalog', 'Report Search', 'History', 'Favorites', and 'Administration'. The main content area is titled 'Cash Balance Detail' and contains a table with the following data:

Fund	Sub Fund	Cash Balance	Adjusted Cash Balance	Available Cash Balance
✓ 0001	BLNK	\$0.00	\$0.00	\$0.00
1000	1000	\$0.00	\$0.00	\$0.00
1000	1003	\$0.00	\$0.00	\$0.00
1000	1004	\$0.00	\$0.00	\$0.00
1000	BLNK	\$241,886,101.81	\$241,886,101.81	\$241,886,101.81

Below the table, there is a search window with the following fields and values:

- Fund : 0001
- Sub Fund : BLNK
- Cash Balance : \$0.00
- Pending Increase Non-Cash : \$0.00
- Pending Decrease Non-Cash : \$0.00
- Pending Increase Cash : \$0.00
- Pending Decrease Cash : \$0.00
- Accepted Increase Non-Cash : \$0.00
- Accepted Decrease Non-Cash : \$0.00
- Adjusted Cash Balance : \$0.00
- Cash Balance Minimum : \$0.00
- Available Cash Balance : \$0.00

At the bottom of the search window, there are links for 'Cash Balance Detail Maintenance' and 'Cash Balance Summary'.

B. Locate a Fund using the Search window.

1. Click the **Search** link that is below the reference table.
2. In the Search window, in the **Fund** field, enter the data from **your student data card**.

3. Click **Ok**.

Cash Balance Detail

Fund	Sub Fund	Cash Balance	Adjusted Cash Balance	Available Cash Balance
✓ 9007	9007	\$26,216.88	\$26,216.88	\$26,216.88
9007	BLNK	\$11,812.88	\$11,812.88	\$11,812.88

First Prev Next Last

[Search](#)

Fund : 9007
Sub Fund : 9007
Cash Balance : \$26,216.88

Pending Increase Non-Cash : \$0.00
Pending Decrease Non-Cash : \$0.00
Pending Increase Cash : \$0.00
Pending Decrease Cash : \$0.00
Accepted Increase Non-Cash : \$3,250.00
Accepted Decrease Non-Cash : \$0.00
Adjusted Cash Balance : \$26,216.88
Cash Balance Minimum : \$0.00
Available Cash Balance : \$26,216.88

[Cash Balance Detail Maintenance](#) [Cash Balance Summary](#)

C. Observe the cash balance information for the selected Fund.

1. Observe the information on the Cash Balance Detail Query for the selected Fund and Sub Fund.
2. Click the **Cash Balance Summary** link.

Cash Balance Summary

Fund	Name	Cash Balance	Adjusted Cash Balance	Available Cash Balance
✓ 9007	Student 7	\$38,029.76	\$38,029.76	\$38,029.76

First Prev Next Last

[Search](#)

Fund : 9007
Name : Student 7
Cash Balance : \$38,029.76

Pending Increase Non-Cash : \$0.00
Pending Decrease Non-Cash : \$0.00
Pending Increase Cash : \$0.00
Pending Decrease Cash : \$0.00
Accepted Increase Non-Cash : \$11,971.15
Accepted Decrease Non-Cash : \$126,674.99
Adjusted Cash Balance : \$38,029.76
Cash Balance Minimum : \$0.00
Available Cash Balance : \$38,029.76

[Cash Balance Detail](#) [Cash Balance Summary Maintenance](#)

3. Observe the summary information for the Fund.
4. Click the **Cash Balance Detail** link.

D. Research one of the balance fields on the query page.

1. On the Cash Balance Detail page, next to the Cash Balance field, click the **Drill Down** button (magnifying glass).

The screenshot shows the AFIS Accounting Journal page. The left sidebar contains navigation links: Training - Financial, Message Center, Search, Page Search, Document Catalog, Report Search, History, Favorites, and Administration. The main content area displays a table of documents with columns: Run Tm, Document, Doc Pstng Ln, Dr/Cr, and Pstng Am. The table lists three documents for 10/12/2014: JVA,107,STUDENT 7,1 (1 D \$1,500.00), JVA,107,STUDENT 7,1 (1 D \$24,001.65), and CR,107,STUDENT 7,1 (1 D \$715.23). Below the table are links for First, Prev, Next, Last, and Download. A 'Calculate Total' button and 'Calculated Amount' field are present. The 'General Accounting' section includes fields for Doc Record Date (10/07/2014), Fiscal Period (4), Fiscal Year (2015), Budget FY (2015), Fiscal Quarter (2), Event Category, Event Type, Bank Account, Posting Pair (A), Posting Code (A016), Dr/Cr (D), Ln Func (Non-Standard), Pstng Am (\$1,500.00), Incr/Dcrs (I), and Run Tm (10/12/2014). Below this are expandable sections for Fund Accounting, Organizational, Cost Accounting, Other Chart of Accounts, and COA Rollups.

Run Tm	Document	Doc Pstng Ln	Dr/Cr	Pstng Am
10/12/2014	JVA,107,STUDENT 7,1	1	D	\$1,500.00
10/12/2014	JVA,107,STUDENT 7,1	1	D	\$24,001.65
10/12/2014	CR,107,STUDENT 7,1	1	D	\$715.23

First Prev Next Last Download

Copy Search

Calculate Total Calculated Amount :

General Accounting

Doc Record Date : 10/07/2014 Posting Pair : A

Fiscal Period : 4 Posting Code : A016

Fiscal Year : 2015 Dr/Cr : D

Budget FY : 2015 Ln Func : Non-Standard

Fiscal Quarter : 2 Pstng Am : \$1,500.00

Event Category : Incr/Dcrs : I

Event Type : Run Tm : 10/12/2014

Bank Account :

► Fund Accounting

► Organizational

► Cost Accounting

► Other Chart of Accounts

► COA Rollups

2. Observe the Accounting Journal list of documents that impact the Cash Balance field for the selected Fund.
3. Click **Back** in the upper right hand corner.
4. Click **Home** in the Primary Navigation Panel to return to the Home Page.

Lesson Summary

This lesson reviewed the basic navigation tools and methods that will be used throughout this course. The Jump to feature can be used to go right to a certain page or table. The Page Search and Document Catalog can also be used to search for a specific table or document within the system.

2. INTRODUCTION TO GENERAL ACCOUNTING

Learning Objectives

In this lesson, you will:

- Identify the tables and types of information used in General Accounting
- Review the use of Accounting Templates and Functions in data entry

Lesson Overview

General Accounting focuses on processing internal accounting transactions and other miscellaneous transactions that are not processed by other functional business areas. AFIS records all transactions by creating, submitting and approving documents. Once documents are submitted and approved, they update tables and query pages. Accounting Templates and Functions are features of AFIS that improve document data entry consistency and efficiency.

2.1. Journal Postings

Journals record all accounting transactions that are posted within AFIS. The Accounting Journal (JACTG) is the primary record of all accounting transactions within AFIS. Additional journals exist as subsets of the Accounting Journal and have certain types of accounting transactions that post to them. These additional journals, such as the Cash Journal (JCASH) and Budget Journal (JBUD), allow for smaller subsets of accounting data to be used in relevant queries and reports. Journal posting is driven by the transaction event type, posting codes, and document status.

Accounting Journal (JACTG)

Users have access to the Accounting Journal (JACTG) to query accounting transactions created in AFIS. To query the Accounting Journal, enter search criteria to limit the debit/credit lines returned. Records returned from a user search can be added together using the Calculate Total link. This will provide the total for all of the Posting Amounts for all documents returned by the search filters.

AFIS Accounting Journal (JACTG) interface showing a table of transactions and search filters.

Run Tm	Document	Doc Pstng Ln	Dr/Cr	Pstng Am
10/12/2014	CR,107,STUDENT 7,1	1	C	(\$715.23)
10/12/2014	CR,107,STUDENT 7,1	1	D	\$715.23
10/12/2014	CR,107,STUDENT 7A,1	1	C	(\$715.23)
10/12/2014	CR,107,STUDENT 7A,1	1	D	\$715.23
10/12/2014	JVA,107,STU 7 3 1,1	1	D	\$654.24
10/12/2014	JVA,107,STU 7 3 1,1	1	C	(\$654.24)
10/12/2014	IET,107,141007000022,1	2	D	\$500.00
10/12/2014	IET,107,141007000022,1	2	C	(\$500.00)
10/13/2014	JVA,107,STU 7 3 1 A,1	1	D	\$1,308.48
10/13/2014	JVA,107,STU 7 3 1 A,1	1	C	(\$1,308.48)

First Prev Next Last Download

Copy Search

Calculate Total Calculated Amount :

General Accounting

Doc Record Date : 10/07/2014 Posting Pair : A
 Fiscal Period : 4 Posting Code : R003
 Fiscal Year : 2015 Dr/Cr : C
 Budget FY : 2015 Ln Func : Standard
 Fiscal Quarter : 2 Pstng Am : (\$715.23)
 Event Category : REV Incr/Dcrs : I
 Event Type : AR02 Run Tm : 10/12/2014
 Bank Account : BK01

Fund Accounting

When a document is modified, the modified document will reflect the full, final amount of the document. Additional JACTG entries will be created with amounts that reflect the delta changes from the prior version of the document.

Note that when the fiscal year or accounting period changes when modifying a document, but the dollar amount or other Chart of Accounts elements do not change, JACTG entries will not be created. If there is a need to create JACTG entries to post to a new fiscal year or accounting period, users can modify the original accounting lines to \$0 and create new accounting lines with the new fiscal year or accounting period.

Posting Codes and Event Types

Posting Codes are instructions that tell AFIS how to perform accounting and budgeting updates. The Posting Code (PSCD) page lists all of the posting codes within AFIS. The Classifications section of the PSCD page determines how journal updates occur based on the selected posting code. The PSCD page provides the rules that define which posting codes use default accounts, as well as what information should be inferred from these accounts. Posting Codes are retrieved by the selected Event Type on

documents. For example, an event type of AP01 (Normal Payment) would generate the posting to the following posting codes; D011 – disbursement (Debit Posting Code) and D001 – accrued expenditure (Credit Posting Code). Posting Codes can be used on the Advanced Journal Voucher without an Event Type.

Posting Code

Posting Code	Name	Account Type	Cash Account	Memo Account
✓ D001	Disbursement Payable	Liability	No	No
D003	Retainage Payable	Liability	No	No
D004	Stale Payable Cash	Asset	Yes	No
D005	Escheat Payable Cash	Asset	Yes	No
D006	Use Tax Payable	Liability	No	No

First Prev [Next](#) Last

[Save](#) [Undo](#) [Delete](#) [Insert](#) [Copy](#) [Paste](#) [Search](#)

General Information

*Posting Code : D001 Closing Classification Code : 2

*Name : Disbursement Payable Closing Classification Name : Liability Roll Forward

*Short Name : Disb Payable

Inference and Edit Information

Update/Posting Rules

Classifications

[Top](#)

Event Types are entered on document transactions to record a specific event that occurs in a business area. Event Types belong to specific Event Categories, such as Accounts Payable or Cost Accounting. The Event Categories in AFIS are broad areas of accounting transactions containing the processing logic.

Event Types determine which debit and credit posting codes are used. When an Event Type is recorded on a document transaction, and the document is validated or submitted, the debit and credit posting lines associated with an accounting line on the document are created automatically by AFIS based on the Event Type.

Posting						
			Total Lines: 2		Posting Line: 1	
Line	Function	Debit Posting Credit Posting	Debit Posting Name Credit Posting Name	Debit Amount	Credit Amount	
1	Non-Standard	R024	Internal CR	\$0.00	\$4,999.00	
2	Non-Standard	D025	Internal CE	\$4,999.00	\$0.00	
From 1 to 2 Total: 2						
				First	Previous	Next
				Last		
				Go to line: <input type="text"/> Go		

Event Requirements

For each Event Type in AFIS, there are data-entry rules that are defined, such as requiring or prohibiting certain COA elements when the specified event takes place. These rules are defined on the Event Requirements (ERQ) table.

The Event Type requirements control smaller components of accounting activity that are used to perform a specific accounting, budgeting or non-accounting activity. The ERQ table brings in specific rules for data entry concerning referenced transactions, customer codes, vendor codes, and all defined COA elements in AFIS.

The screenshot displays the AFIS Event Requirements interface. On the left is a navigation menu with options like Message Center, Search, Document Catalog, History, Favorites, and Administration. The main area is titled 'Event Requirements' and contains a table of Event Types. Below the table is a 'General Information' section with various configuration options for a selected Event Type (AC01).

Event Type ID	Event Type Name	Document Reference
✓ AC01	Auto Accrual	Prohibited
AC02	Auto Clearing	Prohibited
AC03	Ext Disallow	Prohibited
AC04	Est Man Accrual	Prohibited
AC05	Man Clearing	Optional

Below the table, the 'General Information' section for Event Type AC01 includes the following fields:

- Event Type ID: AC01
- Event Type Name: Auto Accrual
- Document Reference: Prohibited
- Vendor: Prohibited
- Customer: Prohibited
- Internal/External Restriction: Not Restricted
- Bank: Prohibited
- Memo Document Reference: ☒
- Accounting Method:
- Require Nominal Sub Account for Provider/Seller: ☐
- Require Nominal Sub Account for Receiver/Buyer: ☐
- Require Inverse Reference: ☐
- Line Amount: Unrestricted

The Event Types and posting codes used for General Accounting transactions in AFIS are required. Event Types for these transactions prohibit a bank code.

2.2. Accounting Templates and Functions

In AFIS, document data entry requires that accurate information be entered in order for the process to be as efficient as possible. There are two tools in AFIS that help reduce both the time required to complete data entry and the number of errors committed in the process.

Accounting Templates

The Accounting Template (ACTPL) table allows authorized users to create a template of Chart of Accounts elements with a unique name for identification. The Accounting Template COA string can then be used to generate or infer information on the Accounting Line and Accounting Distribution components of specific documents.

When an Accounting Template is entered, the information on the Accounting Line is automatically generated when the document is validated. The generated Accounting Line information contains the COA elements that are part of the template. In AFIS, Accounting Templates can be configured by and are

unique to each department. Accounting Templates use soft inference, meaning that the template elements only fill in values for blank fields and do not overwrite elements that are manually coded or inferred by hard inference into document fields.

Jump to: ACTPL Home Accessibility About

Welcome, Student 7
Procurement | Budgeting | Accounts Receivable | Accounts Payable

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Accounting Template

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Accounting Template	Name	Department	Department Name	Active
✓ 100	Training Work	100	Instructor	Yes
10016	APPROPRIATION- ADOI Common	IDA	Insurance	Yes
10056	APPROPRIATION- ADOI Publications	IDA	Insurance	Yes
101	Training Work	101	Student 1	Yes
102	Training Work	102	Student 2	Yes

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General Information

Accounting Template : 100
Debt ID :

Name : Training Work

Department : 100

Description : Training Accounting Template

Active : ☒

Fund Accounting

Detail Accounting

[Top](#)

[Accounting Profile](#)

Functions

Functions are used when creating documents to reduce input errors by inferring COA element values based on department. Document accounting information such as COA element codes use a hard inference when a Function code is selected on the Accounting line, meaning that fields inferred by a Function override fields that have been manually entered. Functions are the preferred method of accounting data entry because they are less susceptible to error than Accounting Templates or manual entry.

The screenshot displays the AFIS web application interface for managing functions. The top navigation bar includes the AFIS logo, a 'Jump to' dropdown set to 'FUNC', and links for Home, Personalize, Accessibility, App Help, and About. The left sidebar shows a 'Training - Financial' menu with options like Message Center, Search, Document Catalog, History, Favorites, and Administration. The main content area is titled 'Function' and features a table of functions, a 'General Information' form, and sections for 'Rollups' and 'Extended Description'.

Fiscal Year	Department	Function	Name	Active	Effective From	Effective To
2014	HCA	HOSPCOLLEC	Hospital Assessment Collections	Yes		
2014	IDA	14920	APPROPRIATION- Investigations Fraud Assessment	Yes		
2014	IDA	20690	EXAMINATIONS- Revenue	Yes		
2014	IDA	20730	MARKET ASSISTANCE- Assessment	Yes		
2014	IDA	21140	APCIGF-Revenue	Yes		

General Information

*Fiscal Year : 2014
 *Department : HCA
 *Function : HOSPCOLLEC
 *Name : Hospital Assessment Collections
 *Short Name : Hosp Assessment
 Contact Code :
 Effective From :
 Effective To :
 Active : ☒
 Budgeting : ☒
 Description :

Rollups

Function Class :
 Function Category :
 Function Type :
 Function Group :

Extended Description

Extended Description :

Lesson Summary

In this lesson, you:

- Identified the tables and types of information used in General Accounting
- Reviewed the use of Accounting Templates and Functions in data entry

Check Your Progress

1. The area of General Accounting only covers miscellaneous transactions that are not processed by other functional business areas.
 - a. True
 - b. False
2. Posting Codes are entered by the user on documents and tell the document what Event Type to use.
 - a. True
 - b. False
3. Functions use which method of inference?
 - a. Soft
 - b. Dynamic
 - c. Hard
 - d. Smart

3. GENERAL ACCOUNTING QUERIES

Learning Objectives

In this lesson, you will:

- Perform research using the Cash Balance query pages
- Perform research using the Balance Sheet query pages
- Perform research using the Expense Summary query pages

Lesson Overview

The General Accounting business area provides a number of query pages that display current balances for researching cash, funds and Balance Sheet Account (BSA) balances. The query pages include a Drill Down (magnifying glass) icon enabling the user to view more details about the amounts displayed on the page. For pending amounts, the Drill Down button opens a Detail Transaction Listing page to show pending documents used to calculate the amount. For accepted or approved amounts, the Drill Down button displays the Accounting Journal (JACTG) page and returns a list of documents that updated the amount.

3.1. Cash Balance

There are several query pages that can be used to research Cash Balance information, the Cash Balance Detail Query (CBALDQ), Cash Balance Summary Query (CBALSQ), Cash Balance Pool Query (CBALPQ), and Cash Journal (JCASH).

Cash Balance Detail Query (CBALDQ)

The Cash Balance Detail Query (CBALDQ) page displays current balances and cash tracking totals for a Fund and Sub Fund combination. The Cash Balance amount on the CBALDQ is calculated using the ITD (Inception-to-Date) Balance Sheet Details (BBALD) query page for those BSA accounts defined on the Cash Balance Detail Maintenance (CBALD) table. The other amounts on the Cash Balance Detail are directly updated from accounting transactions.

Jump to: CBALDQ
Home Personalize Accessibility App Help About

Welcome, Student 7
Procurement | Budgeting | Accounts Receivable | Accounts Payable

Training - Financial

Message Center

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Page Search

Document Catalog

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History

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Administration

Cash Balance Detail
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Fund	Sub Fund	Cash Balance	Adjusted Cash Balance	Available Cash Balance
✓ 0001	BLNK	\$0.00	\$0.00	\$0.00
1000	1000	\$0.00	\$0.00	\$0.00
1000	1003	\$0.00	\$0.00	\$0.00
1000	1004	\$0.00	\$0.00	\$0.00
1000	BLNK	\$241,886,101.81	\$241,886,101.81	\$241,886,101.81

First Prev [Next](#) [Last](#)

[Search](#)

Fund : 0001
Sub Fund : BLNK

Cash Balance : \$0.00
Pending Increase Non-Cash : \$0.00
Pending Decrease Non-Cash : \$0.00
Pending Increase Cash : \$0.00
Pending Decrease Cash : \$0.00
Accepted Increase Non-Cash : \$0.00
Accepted Decrease Non-Cash : \$0.00
Adjusted Cash Balance : \$0.00
Cash Balance Minimum : \$0.00
Available Cash Balance : \$0.00

[Cash Balance Detail Maintenance](#)
[Cash Balance Summary](#)

Cash Balance Summary Query (CBALSQ)

The Cash Balance Summary Query (CBALSQ) page displays current balances and cash tracking totals for a Fund. When an accounting transaction updates the Cash Balance Detail, the Cash Balance Detail updates the Cash Balance Summary.

Jump to: CBALSQ Home Accessibility About

Welcome, Student 7
Procurement Budgeting Accounts Receivable Accounts Payable

Training - Financial

- Message Center
- Search
 - Page Search
- Document Catalog
 - Report Search
- History
- Favorites
- Administration

Cash Balance Summary

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Fund	Name	Cash Balance	Adjusted Cash Balance	Available Cash Balance
✓ 0001		\$0.00	\$0.00	\$0.00
1000	GENERAL FUND	\$241,886,101.81	\$241,886,101.81	\$241,886,101.81
1234567	System Test	\$0.00	\$0.00	\$0.00
12345678	System Test	\$0.00	\$0.00	\$0.00
1300	GNRL FIXD ASSET	\$0.00	\$0.00	\$0.00
1600	CAPITAL OUTLAY	\$0.00	\$0.00	\$0.00
8000	Training Work	\$5,191.78	\$5,191.78	\$5,191.78
9000	Instructor	\$7,880.96	\$20,352.11	\$20,352.11
9001	Student 1	\$65,607.91	\$65,607.91	\$65,607.91
9002	Student 2	\$38,228.76	\$38,228.76	\$38,228.76

First Prev [Next](#) [Last](#)

[Search](#)

Fund : 0001
Cash Balance : \$0.00
Pending Increase Non-Cash : \$0.00
Pending Decrease Non-Cash : \$0.00
Pending Increase Cash : \$0.00
Pending Decrease Cash : \$0.00
Accepted Increase Non-Cash : \$0.00
Accepted Decrease Non-Cash : \$0.00
Adjusted Cash Balance : \$0.00
Cash Balance Minimum : \$0.00
Available Cash Balance : \$0.00

[Cash Balance Detail](#)
[Cash Balance Summary Maintenance](#)

Cash Journal (JCASH)

The Cash Journal (JCASH) gives users a view into the journal lines from processing accounting documents where cash or items considered close to cash are involved. It is a source of data that can be utilized for cash analysis because it does not include other types of accounting entries. The Cash Journal is not balanced based on the fact that only one side of a disbursement or collection is recorded.

The screenshot displays the AFIS Cash Journal (JCASH) interface. The top navigation bar includes links for Home, Personalize, Accessibility, App Help, and About. The left sidebar shows the 'Training - Financial' menu with options like Message Center, Search, Document Catalog, History, Favorites, and Administration. The main content area is titled 'Cash Journal' and contains a table of journal entries.

Run Time	Doc Posting Line	Debit/Credit	Posting Amount
10/12/2014	1	D	\$715.23
10/12/2014	1	D	\$715.23
10/12/2014	2	C	(\$500.00)
10/16/2014	1	D	\$525.50
10/16/2014	1	D	\$525.50
10/16/2014	1	D	\$175.00
10/16/2014	1	D	\$525.50
10/20/2014	1	D	\$200.00
10/20/2014	1	D	\$750.00
10/27/2014	1	D	\$175.00

Below the table, there are navigation links: First, Prev, Next, Last. A 'Copy' button and a 'Search' icon are also present. The 'General Accounting' section includes the following fields:

- Doc Record Date: 10/07/2014
- Fiscal Period: 4
- Fiscal Year: 2015
- Budget FY: 2015
- Fiscal Quarter: 2
- Event Category: REV
- Event Type: AR02
- Bank Account: BK01
- Posting Pair: A
- Posting Code: A001
- Debit/Credit: D
- Line Function: 1
- Posting Amount: \$715.23
- Increase/Decrease: I
- Run Time: 10/12/2014

Below the General Accounting section, there are expandable sections for 'Fund Accounting' and 'Organizational'.

ACTIVITY 3.1

Review the Cash Balance Information

Scenario

Review the Cash Balance Summary Query (CBALSQ) query page for a Fund.

Setup

- ✓ User is logged into the AFIS Home Page.

Steps

- Access the Cash Balance Summary Query page.
 - On the Secondary Navigation Panel, click **Search**.
 - Click **Page Search**.

3. In the **Page Code** field, enter **CBALSQ**.
4. Press **Enter**.
5. Click the **Cash Balance Summary** link.

B. Review the Cash Balance Summary Query page for a Fund.

1. Click the **Search** link that is below the table
2. In the Search window, in the **Fund** field, enter the data from *your student data card*.
3. Click **Ok**.

Fund	Name	Cash Balance	Adjusted Cash Balance	Available Cash Balance
✓ 9007	Student 7	\$38,029.76	\$38,029.76	\$38,029.76

Search

Fund : 9007

Cash Balance : \$38,029.76

Pending Increase Non-Cash : \$0.00

Pending Decrease Non-Cash : \$0.00

Pending Increase Cash : \$0.00

Pending Decrease Cash : \$0.00

Accepted Increase Non-Cash : \$11,971.15

Accepted Decrease Non-Cash : \$126,674.99

Adjusted Cash Balance : \$38,029.76

Cash Balance Minimum : \$0.00

Available Cash Balance : \$38,029.76

[Cash Balance Detail](#) [Cash Balance Summary Maintenance](#)

C. Review the cash balance summary information.

1. Review the **Accepted Decrease Non-Cash** field.

- Click the **Drill Down** (magnifying glass) icon next to the **Accepted Decrease Non-Cash** field to see the documents that contributed to the total spent.

The screenshot displays the AFIS Accounting Journal interface. The top navigation bar includes links for Home, Personalize, Accessibility, App Help, and About. The left sidebar contains a 'Training - Financial' section with options for Message Center, Search, Page Search, Document Catalog, Report Search, History, Favorites, and Administration. The main content area is titled 'Accounting Journal' and features a table of documents.

Run Tm	Document	Doc Pstng Ln	Dr/Cr	Pstng Am
✓ 01/12/2015	GAE,107,STU 7.5.1.1	1	D	\$1,000.00
01/12/2015	GAE,107,STU 7.4.4.1	1	D	\$200.00
11/25/2014	GAX,107,STU 7.1.3B.1	1	D	\$530.00
11/25/2014	GAX,107,STU 7.1.3A.1	1	D	\$6,000.00
11/25/2014	GAE,107,STU 7.1.3A.1	1	D	\$15,000.00
11/21/2014	GAX,107,STU 7.1.2.1	1	D	\$545.00
11/06/2014	PO,107,STU 7.PC.1	1	D	\$500.00
11/06/2014	GAX,107,STU 7.6.2.1	1	D	\$500.00
11/06/2014	GAX,107,STU 7.5.3.1	1	D	\$50.00
11/06/2014	GAX,107,STU 7.4.6.1	1	D	\$50.00

Below the table, there are links for 'First Prev Next Last Download' and 'Copy Search'. A 'Calculate Total' button is also present. The 'Calculated Amount' section shows a summary for 'General Accounting' with the following details:

- Doc Record Date: 01/12/2015
- Fiscal Period: 7
- Fiscal Year: 2015
- Budget FY: 2015
- Fiscal Quarter: 3
- Event Category: PR
- Event Type: PR05
- Bank Account:
- Posting Pair: A
- Posting Code: P005
- Dr/Cr: D
- Ln Func: Standard
- Pstng Am: \$1,000.00
- Incr/Dcrs: I
- Run Tm: 01/12/2015

At the bottom, there is a 'Fund Accounting' section.

- Click **Home** in the Primary Navigation Panel to return to the Home Page.

3.2. Balance Sheet

There are several query pages that can be used to research Balance Sheet Account information, the ITD (Inception-to-Date) Balance Sheet Summary (BBALS), ITD Balance Sheet Detail (BBALD), and Fiscal Year Balance Sheet Detail (BBALFY).

ITD Balance Sheet Detail (BBALD)

The ITD Balance Sheet Details (BBALD) query page displays balance sheet account balances at the Fund, Sub Fund, BSA, and Sub BSA levels independent of fiscal year. At the bottom of the BBALD page are links to Cash Balance Detail, Fund Balance Detail, FY Balance Sheet Detail and ITD Balance Sheet Summary.

ITD Balance Sheet Detail

Fund	Name	Sub Fund	Name	BSA	Name	Sub BSA	Name	BSA Type	Balance	Begin Day Balance
✓ 1000	GENERAL FUND	1000	GF Op	1211	Claims Pyble	BLNK		Liability	(\$100.00)	\$0.00
1000	GENERAL FUND	1000	GF Op	3011	Fd Bal Rsrv Pre	BLNK		Equity	(\$29,994.00)	\$0.00
1000	GENERAL FUND	1003	TEACHR CERT ACC	0070	Cash Dep Tra	BLNK		Asset	\$405.98	\$0.00
1000	GENERAL FUND	1004	SCHL ACCNTBLTY	0070	Cash Dep Tra	BLNK		Asset	\$178.58	\$0.00
1000	GENERAL FUND	BLNK		0070	Cash Dep Tra	BLNK		Asset	\$555,238,629.55	\$0.00

First Prev Next Last

Search

Fund : 1000 Debit Amount : \$0.00
GENERAL FUND Credit Amount : \$100.00
Sub Fund : 1000 Balance : (\$100.00
GF Op Begin Day Balance : \$0.00
BSA : 1211
Claims Pyble
Sub BSA : BLNK
BSA Type : Liability

[Cash Balance Detail](#) [Fund Balance Detail](#) [FY Balance Sheet Detail](#) [ITD Balance Sheet Summary](#)

ITD Balance Sheet Summary (BBALS)

The ITD Balance Sheet Summary (BBALS) query page displays balance sheet account balances at the Fund and BSA levels independent of fiscal year. When an accounting transaction updates the ITD Balance Sheet Detail, the ITD Balance Sheet Detail updates the ITD Balance Sheet Summary.

ITD Balance Sheet Summary

Fund	Name	BSA	Name	BSA Type	Balance	Begin Day Balance
✓ 1000	GENERAL FUND	0070	Cash Dep Tra	Asset	\$555,239,214.11	\$0.00
1000	GENERAL FUND	0072	Cash In Hand	Asset	\$100.00	\$0.00
1000	GENERAL FUND	0075	Cash Rev Fund	Asset	\$1,000.00	\$0.00
1000	GENERAL FUND	0218	Comm Paper	Asset	\$1,000.00	\$0.00
1000	GENERAL FUND	0501	Acc Rev	Asset	\$70,381,978,968.44	\$0.00
1000	GENERAL FUND	0506	Temp	Asset	\$1,200.00	\$0.00
1000	GENERAL FUND	0863	Ad Land Impr	Asset Offset	(\$14,810.32)	\$0.00
1000	GENERAL FUND	0867	Ad Equipment	Asset Offset	\$0.00	\$0.00
1000	GENERAL FUND	1011	Pymnts Outstndg	Liability	(\$313,352,527.74)	\$0.00
1000	GENERAL FUND	1211	Claims Pyble	Liability	(\$181,789.02)	\$0.00

First Prev Next Last

Search

Fund : 1000 Debit Amount : \$555,242,214.11
GENERAL FUND Credit Amount : \$3,000.00
BSA : 0070 Balance : \$555,239,214.11
Cash Dep Tra Begin Day Balance : \$0.00
BSA Type : Asset

[Cash Balance Summary](#) [Fund Balance Summary](#) [ITD Balance Sheet Detail](#)

Fiscal Year Balance Sheet Detail (BBALFY)

The Fiscal Year Balance Sheet Detail (BBALFY) query page displays balance sheet account balances at the same level as the ITD Balance Sheet Detail page except that it includes fiscal year beginning and ending balances. The Fiscal Year Balance Sheet Detail page Beginning Balance amount is equal to the previous Fiscal Year's Ending Balance amount.

AFIS

Welcome, Student 7

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Fiscal Year Balance Sheet Detail

Menu Back

Fiscal Year	Fund	Fund Name	Sub Fund	Sub Fund Name	BSA	BSA Name	Sub BSA	Sub BSA Name	Balance
2014	1000	GENERAL FUND	BLNK		0070	Cash Dep Tra	BLNK		(\$2,000.00)
2014	1000	GENERAL FUND	BLNK		0863	Ad Land Impr	BLNK		(\$14,810.32)
2014	1000	GENERAL FUND	BLNK		1211	Claims Pyble	BLNK		(\$1,000.99)
2014	AA5007	2002A COP	BLNK		0070	Cash Dep Tra	BLNK		\$2,000.00
2014	CR2013	COTTON RESEARCH	BLNK		0501	Acc Rev	BLNK		\$38,800.45

First Prev Next Last

Search

Fiscal Year : 2014 Beginning Balance : \$0.00

Fund : 1000 Debit Amount : \$0.00

GENERAL FUND Credit Amount : \$2,000.00

Sub Fund : BLNK Balance : (\$2,000.00)

BSA : 0070

Cash Dep Tra

Sub BSA : BLNK

BSA Type : Asset

ITD Balance Sheet Detail ITD Balance Sheet Summary

ACTIVITY 3.2

Review the Balance Sheet Account Information

Scenario

Use the ITD Balance Sheet Summary page to determine the current balance for a specific Fund and BSA combination. Then, drill down to view the documents that generated the total.

Setup

- ✓ User is logged into the AFIS Home Page.

Steps

- Access the Fund Balance Summary page.
 - On the Secondary Navigation Panel, click **Search**.
 - Click **Page Search**.
 - In the **Page Code** field, enter **BBALS**.
 - Press **Enter**.

5. Click the **ITD Balance Sheet Summary** link.

- B. Search for the current balance for a specific Fund and Balance Sheet Account combination.
 1. Click **Search** that is below the reference table
 2. In the Search window, in the **Fund** field, enter the data from ***your student data card***.
 3. In the **BSA** field, enter **0070**.
 4. Click **Ok**.

- C. Review the fund balance summary information.
 1. Next to the **Balance** field, click the **Drill Down** icon (magnifying glass).

- Review the documents displayed in the list.

AFIS Accounting Journal

Run Tm	Document	Doc Pstng Ln	Dri/Cr	Pstng Am
10/27/2014	CR_107.STU 7.8.2.1.1	1	D	\$175.00
10/20/2014	CR_107.STU 7.8.1.B.1	1	D	\$750.00
10/20/2014	CR_107.STU 7.1.3.A.1	1	D	\$200.00
10/16/2014	CR_107.STU 7.2.1.B.1	1	D	\$525.50
10/16/2014	CR_107.STU 7.8.2.2.1	1	D	\$175.00
10/16/2014	CR_107.STU 1.1.2.B.1	1	D	\$525.50
10/16/2014	CR_107.STU 7.1.2.B.1	1	D	\$525.50
10/12/2014	IET_107.141007000022.1	2	C	(\$500.00)
10/12/2014	CR_107.STUDENT 7A.1	1	D	\$715.23
10/12/2014	CR_107.STUDENT 7.1	1	D	\$715.23

First Prev Next Last Download

Copy Search

Calculate Total Calculated Amount :

General Accounting

Doc Record Date : 10/27/2014 Posting Pair : A

Fiscal Period : 4 Posting Code : A001

Fiscal Year : 2015 Dri/Cr : D

Budget FY : 2015 Ln Func : Standard

Fiscal Quarter : 2 Pstng Am : \$175.00

Event Category : REV Incr/Dcrs : |

Event Type : AR02 Run Tm : 10/27/2014

Bank Account : BK01

Fund Accounting

- Close the page.

- Click the **Back** link in the upper right corner of the page.
- Click **Home** in the Primary Navigation Panel to return to the Home Page.

3.3. Expense Summary Query

Budget Structures in AFIS are broken down into levels and each level has a corresponding query page. Some Budget Structure levels also have Expense Summary (ESUM) query pages. An Expense Budget Summary page allows users to view summaries of Expense Budgets by summarizing individual budget lines across any combination of budgeted Chart of Accounts elements used to define a level of a particular expense budget structure. The expense budget structures are:

- Budget Structure 90 – Appropriation and Allotments
- Budget Structure 91 – Department Expense – Bureau
- Budget Structure 92 – Department Expense – District
- Budget Structure 93 – Department Expense – Division
- Budget Structure 95 – Department Expense – Unit

Budget Structure 90

Budget Structure 90 has one level, which has a summary page available; shown in Table 3 below.

Table 3: Budget Structure 90

Document Code	Query Page	Summary Page
BGA90	BQ90LV1	ESUM90L1

Budget Structure 91

Budget Structure 91 has four levels, with a summary page available for level 2; shown in Table 4 below.

Table 4: Budget Structure 91

Document Code	Query Page	Summary Page
BGE91	BQ91LV1	
	BQ91LV2	ESUM91L2
	BQ91LV3	
	BQ91LV4	

Budget Structure 92

Budget Structure 92 has four levels, with a summary page available for level 4; shown in Table 5 below.

Table 5: Budget Structure 92

Document Code	Query Page	Summary Page
BGE92	BQ92LV1	
	BQ92LV2	
	BQ92LV3	
	BQ92LV4	ESUM92L4

Budget Structure 93

Budget Structure 93 has three levels, with a summary page available for level 3; shown in Table 6 below.

Table 6: Budget Structure 93

Document Code	Query Page	Summary Page
BGE93	BQ93LV1	
	BQ93LV2	
	BQ93LV3	ESUM93L3

Budget Structure 95

Budget Structure 95 has seven levels, with summary pages available for levels 2, 3, and 7; shown in Table 7 below.

Table 7: Budget Structure 95

Document Code	Query Page	Summary Page
BGE95	BQ95LV1	
	BQ95LV2	ESUM95L2
	BQ95LV3	ESUM95L3
	BQ95LV4	
	BQ95LV5	
	BQ95LV6	
	BQ95LV7	ESUM95L7

ACTIVITY 3.3

Viewing an Expense Summary Query

Scenario

To view the amount in the Current Budget use the Expense Summary (ESUM) query for the Bureau budget structure.

Setup

- ✓ User is logged into the AFIS Home Page.

Steps

- A. Access the Expense Summary page.
 1. On the Secondary Navigation Panel, click **Search**.
 2. Click **Page Search**.
 3. In the **Page Code** field, enter **ESUM91L2**.
 4. Press **Enter**.
 5. Click the **Description** link.
- B. Review the budget for the current fiscal year.
 1. On the Budget Structure page, in the **BFY** field, enter **2015**.
 2. In the **Dept** field, enter the data from **your student data card**.
 3. Click **Browse**.

4. Observe the amount in the Current Budget column.

AFIS

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Budget Structure 91 Level 2 ESUM

Browse Clear

BFY : 2015

Dept : 107

Appr Cat :

Fund :

Appr Unit :

Div :

Detail :

BFY	Dept	Appr Cat	Fund	Appr Unit	Div	Current Budget	Pre-Encumbered	Encumbered	Actual Expenses	Uncommitted	Unobligated
✓ 2015	107					\$1,000,000.00	\$0.00	\$18,999.99	\$169,276.00	\$811,724.01	\$811,724.01

First Prev Next Last

BFY	Dept	Appr Cat	Fund	Appr Unit	Div	Current Budget	Pre-Encumbered	Encumbered	Actual Expenses	Uncommitted	Unobligated
✓ 2015	107					\$1,000,000.00	\$0.00	\$18,999.99	\$169,276.00	\$811,724.01	\$811,724.01

First Prev Next Last

Dept Expense 91: Level 2

- C. Close the page.

1. Click **Home** in the Primary Navigation Panel to return to the Home Page.

Lesson Summary

In this lesson, you:

- Performed research using the Cash Balance query pages
- Performed research using the Balance Sheet query pages
- Performed research using the Expense Summary query pages

Check Your Progress

1. The Cash Balance Detail Query page updates the Cash Balance Summary and Cash Balance Pool Query pages.
 - a. True
 - b. False
2. The Fiscal Year Balance Sheet Detail query page displays the same balance sheet details as the ITD Balance Sheet Detail except that it includes:
 - a. Fiscal year beginning balance
 - b. Fiscal year projected balance
 - c. Fiscal year ending balance
 - d. Both a and c

4. DECENTRALIZED CHART OF ACCOUNTS ELEMENTS

Learning Objectives

In this lesson, you will:

- Identify available decentralized Chart of Accounts elements in AFIS
- Create decentralized Chart of Accounts codes

Lesson Overview

The COA is a key component of AFIS and is comprised of a set of reference tables used to validate codes entered on system transactions. The COA has two functions:

- Provides a centralized uniform set of codes to recognize expense, revenue, and balance sheet transactions across the State
- Provides decentralized codes for agencies to meet their own business tracking, reporting and budgeting needs

This lesson will identify decentralized COA codes that are available for department use and review the process of adding decentralized COA codes.

4.1. Decentralized COA Codes

Decentralized COA elements are maintained at a department level. Department level managers with the appropriate security have the ability to add new elements, modify existing elements, and delete existing elements within their departments. The available decentralized COA elements are: Department Object, Department Revenue Source, Location, Activity, Function, and Task.

Department Object

The Department Object (DOBJ) table allows users to establish valid department Object codes and associated information related to the Object. Objects of expenditure appear in the expense budget and on spending transactions. This is a fund accounting Chart of Accounts element that represents what is being funded at the department level. This table allows users to add, delete, and maintain the Department Object codes used by the department. Each code must be unique within a fiscal year and department.

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Department Object

Fiscal Year	Department	Dept Object	Name	Active
✓ 2014	ADA	3200	NETWORK ADMIN COCHISE COUNTY	Yes
2014	ADA	3210	NETWORK ADMIN COLORADO CITY	Yes
2014	ADA	3220	NETWORK ADMIN COTTONWOOD	Yes
2014	ADA	3260	NETWORK ADMIN FLAGSTAFF	Yes
2014	ADA	3280	NETWORK ADMIN GRAND CANYON	Yes

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[Save](#) [Undo](#) [Delete](#) [Insert](#) [Copy](#) [Paste](#) [Search](#)

General Information

Fiscal Year : 2014
Department : ADA
Dept Object : 3200
Name : NETWORK ADMIN COC
Short Name : COCHISE
Contact :

Effective From :
Effective To :
Active : ☒
Budgeting : ☒
Description :

Rollups

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Department Revenue Source

The Department Revenue Source (DRSRC) table allows users to establish valid Department Revenue Source codes and associated information related to the Department Revenue Source. Objects of revenue appear in the revenue budget and on transactions. This is a fund accounting Chart of Accounts element that represents what is being funded at the department level. This table allows users to add, delete, and maintain the Department Revenue Source codes used by the department. Each Department Revenue Source code must be within a fiscal year and department.

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Department Revenue Source
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Fiscal Year	Department	Dept Revenue	Name	Active
2014	AGA	4211	FEDERAL GRANTS	Yes
2014	AGA	4231	STATE AND LOCAL GOVERNMENT GRANTS	Yes
2014	AGA	4347	INTER AGENCY REVENUE LEGAL	Yes
2014	AGA	4356	ATTORNEY GENERAL LEGAL SERVICES	Yes
2014	AGA	4369	INTER AGENCY REVENUE OTHER	Yes

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General Information

Fiscal Year : 2014

Department : AGA

Dept Revenue : 4211

Name : FEDERAL GRANTS

Short Name : FEDERAL GRANT

Contact :

Effective From :

Effective To :

Active : ☒

Budgeting : ☒

Description :

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Location

The Location (LOC) table allows users to define Location codes and associated information related to the Location and are required for fixed assets.

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Location

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Department	Location	Name	Active	Effective From	Effective To
✓ 100	100A	Loc A Dept 100	Yes		
100	100B	Loc B Dept 100	Yes		
101	101A	Loc A Dept 101	Yes		
101	101B	Loc B Dept 101	Yes		
102	102A	Loc A Dept 102	Yes		

First Prev Next Last

Save Undo Delete Insert Copy Paste Search

General Information

Department : 100

Location : 100A

Name : Loc A Dept 100

Short Name : Loc A Dept 100

Contact Code :

Address 1 :

Address 2 :

City :

State :

Zip :

County :

Country :

Effective From :

Effective To :

Active : ☒

Budgeting : ☒

Description : Loc A Dept 100

Longitude :

Latitude :

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Activity

The Activity (ACTV) table allows users to define valid Activities. An Activity is an internal program that is defined for budgeting and/or reporting purposes. Each Department within AFIS can define a separate set of Activity codes, and while they must be unique within a Department, they do not need to be unique across Departments.

AFIS

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Activity

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Fiscal Year	Department	Activity	Name	Active
✓ 2014	ADA	0110	Operations	Yes
2014	ADA	0120	Set Aside	Yes
2014	ADA	0210	Gf Popstats	Yes
2014	ADA	0220	Adot Isa	Yes
2014	ADA	0230	Ui	Yes

First Prev Next Last

Save Undo Delete Insert Copy Paste Search

General Information

*Fiscal Year: 2014 Effective From: Effective To:

*Department: ADA Active: ☒ Budgeting: ☐

*Activity: 0110 Description:

*Name: Operations

*Short Name: Operations

Contact Code:

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Populate for All Departments

Function

The Function (FUNC) and Function Inference (FUNCINF) tables allow users to define Function codes and their corresponding inference information for their Chart of Accounts structure. Each Department with AFIS can define a separate set of Function codes, and while they must be unique within a Department, they do not need to be unique across Departments.

Functions inference tables provide hard inference COA elements, like an Accounting template provides soft inference COA elements.

Function Inference

Fiscal Year	Department	Function
✓ 2014	ABA	46030
2014	ADA	46030
2014	ADA	ASET3A03
2014	DTA	FAZ2
2014	HCA	HOSPCOLLEC
2014	IDA	20690
2014	LLA	SYSTEST
2015	100	1005205
2015	101	1015205
2015	102	1025205

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*Fiscal Year : 2014
 *Department : ABA
 BOARD OF ACCOUNTANCY
 *Function : 46030
 PS, ERE & OTHER OPERATING
 Fund : AB2001
 BOARD OF ACCOUNTANCY FUND
 Sub Fund :
 Appr Unit : AB10000
 Operating Lump Sum Appropriation
 Unit :
 Sub Unit :
 Object :
 Dept Object :
 Dept Revenue :
 Debt ID :
 Location :
 Sub Location :
 Activity :
 Sub Activity :
 Reporting :
 Sub Reporting :
 Task : 1000

Task

The Task (TASK) table allows users to define valid tasks in the AFIS system. A Task is an inter-program that users must use for budgeting and reporting purposes.

Task

Department	Task	Name	Active	Effective From	Effective To
✓ 100	100000	Instructor Division	Yes		
101	101000	Student 1 Division	Yes		
102	102000	Student 2 Division	Yes		
103	103000	Student 3 Division	Yes		
104	104000	Student 4 Division	Yes		

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*Department : 100
 *Task : 100000
 *Name : Instructor Division
 *Short Name : Instructor Div
 Contact Code :
 Effective From :
 Effective To :
 Active : ☒
 Budgeting : ☒
 Description :

Sub Task

The Sub Task (STASK) table allows users to define valid sub tasks in the AFIS system. A Sub Task is an inter-program that users must use for budgeting and reporting purposes.

The screenshot displays the AFIS Sub Task management interface. On the left is a navigation menu with options like Message Center, Search, Page Search, Document Catalog, Report Search, History, Favorites, and Administration. The main area shows a table of existing sub tasks and a form to create a new one.

Department	Task	Sub Task	Name	Active	Effective From Date	Effective To Date
✓ 100	100000	987654	Instructor	Yes		
101	101000	987654	Student 1	Yes		
102	102000	987654	Student 2	Yes		
103	103000	987654	Student 3	Yes		
104	104000	987654	Student 4	Yes		

Below the table, there are links for First, Prev, Next, and Last. Below that is a form to create a new sub task with fields for Department, Task, Sub Task, Name, Short Name, Contact Code, Effective From Date, Effective To Date, Active, Allowed for Budgeting, and Description.

ACTIVITY 4.1

Add Decentralized COA Codes

Scenario

You need to create new COA codes for your department.

Setup

- ✓ User is logged into the AFIS Home Page.

Steps

- Create a Department Object code.
 - In the **Jump to** field, enter **DOBJ**.
 - Click **GO**
 - Click **Insert**.
 - In the new Department Object, in the **Fiscal Year** field, enter **the current fiscal year**.
 - In the **Department** field, enter the data from **your student data card**.
 - In the **Dept Object** field, enter the data from **your student data card**.
 - In the **Name** field, enter the data from **your student data card**.
 - In the **Short Name** field, enter the data from **your student data card**.

9. Click **Save**.

The screenshot shows the AFIS web application interface. The top navigation bar includes the AFIS logo, a 'Jump to' dropdown set to 'DOBJ', and links for Home, Personalize, Accessibility, App Help, and About. Below this is a sub-navigation bar with 'Procurement', 'Budgeting', 'Accounts Receivable', and 'Accounts Payable'. The left sidebar contains a 'Training - Financial' section with links to 'Message Center', 'Search', 'Page Search', 'Document Catalog', 'Report Search', 'History', 'Favorites', and 'Administration'. The main content area is titled 'Department Object' and features a table of existing objects. Below the table are navigation links (First, Prev, Next, Last) and a toolbar with 'Save', 'Undo', 'Delete', 'Insert', 'Copy', 'Paste', and 'Search'. A 'General Information' form is visible, containing fields for Fiscal Year, Department, Dept Object, Name, Short Name, Contact, Effective From, Effective To, Active, Budgeting, and Description. The 'Rollups' section is also present at the bottom.

Fiscal Year	Department	Dept Object	Name	Active
2014	ADA	3200	NETWORK ADMIN COCHISE COUNTY	Yes
2014	ADA	3210	NETWORK ADMIN COLORADO CITY	Yes
2014	ADA	3220	NETWORK ADMIN COTTONWOOD	Yes
2014	ADA	3260	NETWORK ADMIN FLAGSTAFF	Yes

General Information

*Fiscal Year : 2015
 *Department : 107
 *Dept Object : 1234
 *Name : Student 7
 *Short Name : Student 7
 Contact :
 Effective From :
 Effective To :
 Active : ☒
 Budgeting : ☒
 Description :
 Rollups

B. Create an Activity code.

1. In the **Jump to** field, enter **ACTV**.
2. Click **Insert**.
3. In the new Activity, in the **Fiscal Year** field, enter *the current fiscal year*.
4. In the **Department** field, enter the data from *your student data card*.
5. In the **Activity** field, enter **ACT123**.
6. In the **Name** field, enter the data from *your student data card*.
7. In the **Short Name** field, enter the data from *your student data card*.

8. Click **Save**.

The screenshot shows the AFIS web application interface. The top navigation bar includes links for Home, Personalize, Accessibility, App Help, and About. The left sidebar contains a 'Training - Financial' section with links for Message Center, Search, Page Search, Document Catalog, Report Search, History, Favorites, and Administration. The main content area is titled 'Activity' and displays a table of activities. Below the table is a form for editing an activity, with fields for Fiscal Year, Department, Activity, Name, Short Name, Contact Code, Effective From, Effective To, Active, Budgeting, and Description. The table shows four activities for the year 2014, all under the ADA department. The first activity is 'Operations' with a value of 0110. The second activity is 'Set Aside' with a value of 0120. The third activity is 'Gf Popstats' with a value of 0210. The fourth activity is 'Adot Isa' with a value of 0220. The form below the table is for editing an activity, with fields for Fiscal Year (2015), Department (107), Activity (ACT123), Name (Student 7), Short Name (Student 7), Contact Code, Effective From, Effective To, Active (checked), Budgeting (checked), and Description.

Fiscal Year	Department	Activity	Name	Active
2014	ADA	0110	Operations	Yes
2014	ADA	0120	Set Aside	Yes
2014	ADA	0210	Gf Popstats	Yes
2014	ADA	0220	Adot Isa	Yes

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General Information

*Fiscal Year : 2015 Effective From :

*Department : 107 Effective To :

*Activity : ACT123 Active : ☒

*Name : Student 7 Budgeting : ☒

*Short Name : Student 7 Description :

Contact Code :

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C. Close out and return to the Home Page.

1. Click **Home** in the Primary Navigation Panel to return to the Home Page.

Lesson Summary

In this lesson, you:

- Identified available decentralized Chart of Accounts elements in AFIS
- Created decentralized Chart of Accounts codes

Check Your Progress

- Which of the following is a decentralized COA code?
 - Fund
 - Department
 - Object
 - Activity

5. INTERNAL PURCHASE ORDER

Learning Objectives

In this lesson, you will:

- Identify the State workflow process for Internal Purchase Order documents
- Examine the Internal Purchase Order document
- Create an Internal Purchase Order document
- Research the updates made by the Internal Purchase Order document
- Cancel an Internal Purchase Order document

Lesson Overview

In AFIS, Accounting transactions can take place between State Departments and within State Departments. When a transaction takes place between Departments it is called an Inter-Agency transaction. When a transaction takes place within a Department it is called an Intra-Agency transaction.

When recording an Inter-Agency transaction, one Department is the buyer and another Department is the seller. If the transaction involves appropriated funds and is for an amount greater than or equal to \$1000, the transaction requires the submission and approval of an Internal Purchase Order (IPO) document, which is used to establish an Internal Encumbrance for the buyer Department's appropriations.

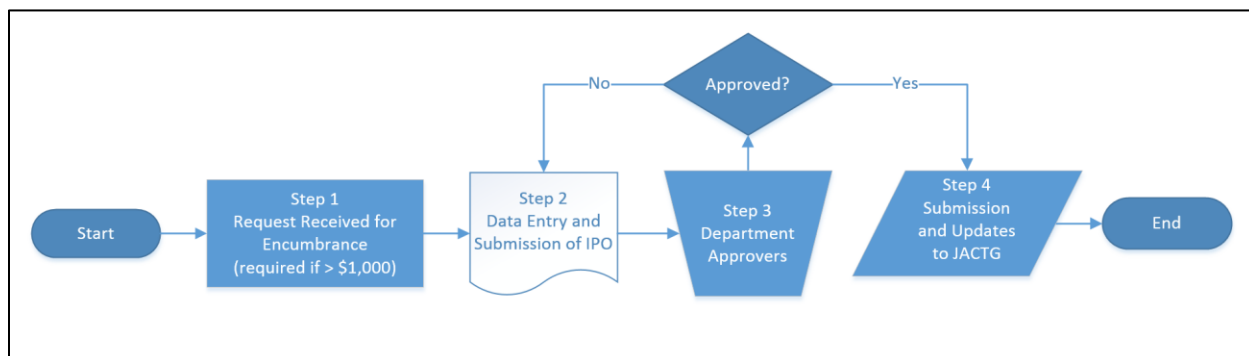
5.1. State Workflow Approval Process Overview

This is a State designed process; your department may have different requirements. This process is referenced in GL-TB-001 and represented by Figure 1 below.

1. A request is received by the department end user for the creation of an Internal Encumbrance. The request may be related to an internal service agreement established with ADOA or some other type of agreement with another department that impacts appropriated funds requiring an encumbrance. Note: This process is required if the expense is for appropriated funds and greater than or equal to \$1,000.
2. The department creates an Internal Purchase Order (IPO) transaction that encumbers monies. Chart of Accounts information is entered on the IPO document.
3. The initiating department is responsible for review and approval of the transaction. If the transaction is setup incorrectly, the approver may reject the transaction back to Step 2 of the process. If the review and approval finds the document information complete, then proceed to Step 4.

4. The final approver in the process approves the transaction and the document is submitted to final status and updates the appropriate Accounting Journals and Budget Structures/Inquires.

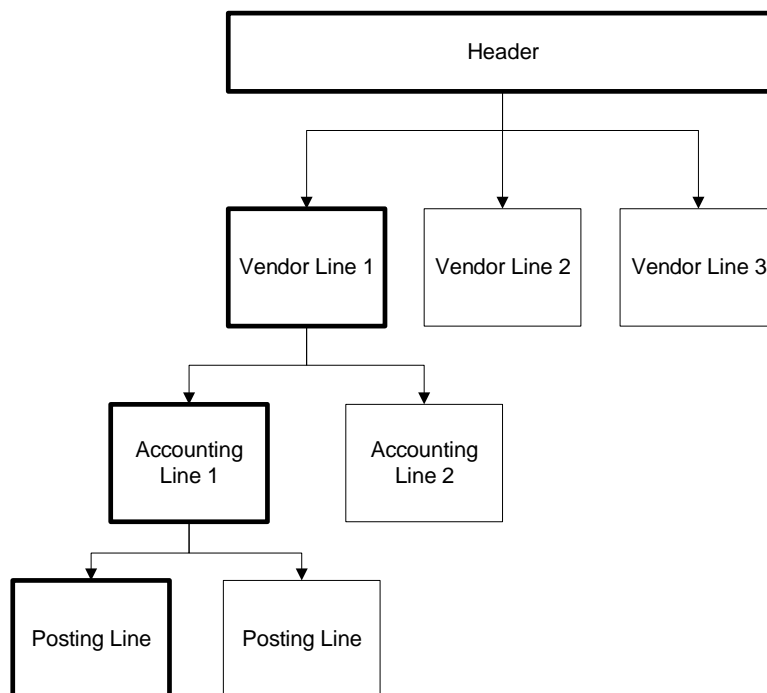
Figure 1: Workflow Process Diagram for IPO Document (GL-TB-001)



5.2. Internal Purchase Order Document Components

The Internal Purchase Order document has 4 components that contain the information for the processing of the internal encumbrance transaction: the Header, Vendor, Accounting and Posting components. Figure 2 shows the structure of the Internal Purchase Order document components.

Figure 2: IPO Document Component Structure



Header

The Header component stores values that apply to all components of the IPO document.

Internal Purchase Order Header – General Information Tab

The General Information tab contains descriptive fields and date information common to most document headers. The Header contains fields for Document Name and Description and displays amounts for the entire document.

The screenshot shows the AFIS Internal Purchase Order Header - General Information tab. The form includes the following fields and values:

- Document Name:** [Empty field]
- Record Date:** [Empty field]
- Budget FY:** [Empty field]
- Fiscal Year:** [Empty field]
- Period:** [Empty field]
- Document Description:** [Empty field]
- Billing Location:** [Empty field]
- Shipping Location:** [Empty field]
- Delivery Date:** [Empty field]
- Cited Authority:** [Empty field]
- Actual Amount:** \$0.00
- Closed Amount:** \$0.00
- Closed Date:** [Empty field]
- Open Amount:** \$0.00
- Referenced Amount:** \$0.00

At the bottom, a summary table shows the following data:

Component	Total Lines	Vendor Line	Vendor Customer	Legal Name
Vendor	0	none	none	none
Accounting	0	Accounting Line: none	Line Amount: none	Line Open Amount: none
Posting	0	Posting Line: none		

Vendor

The Vendor component is used for external Vendor information so it will not be used in the internal encumbrance or internal exchange transaction process. Users will only need to insert a line in the Vendor component in order to make the Accounting component available.

Accounting

The Accounting component records the Chart of Accounts information used when posting the IPO document to the Accounting Journal and updating budgets.

Internal Purchase Order Accounting – General Information Tab

The General Information tab contains descriptive fields and date information. The set of available Event Types in the pick list represent internal encumbrance event codes.

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Internal Purchase Order(IPO) Dept: 107 ID: 150404000009 Ver.: 1 Function: New Phase: Draft Modified by Student7, 04/04/2015

Header

Vendor Total Lines: 0 Vendor Line: none Vendor Customer: none Legal Name: none

Accounting Total Lines: 0 Accounting Line: none Line Amount: none Line Open Amount: none

Accounting Line	Line Amount	Line Closed Amount	Line Open Amount	Event Type
From 0 to 0 Total: 0				

First Previous Next Last

List View

General Information Reference Fund Accounting Detail Accounting

Event Type:

Budget FY:

Accounting Template:

Fiscal Year:

Line Description:

Period:

Line Amount:

Line Closed Amount:

Line Closed Date:

Reserved Funding:

Line Open Amount:

Roll Indication 1: ☐

Referenced Line Amount:

Roll Indication 2: ☐

Outyear Adjustments Amount:

Insert New Line Insert Copied Line Edit with Grid

Posting Total Lines: 0 Posting Line: none

Copy Validate Submit Discard Print Processing Workflow File Close

Internal Purchase Order Accounting – Fund Accounting Tab

The Fund Accounting tab contains Chart of Accounts (COA) elements that affect budget structures or accounts that will be updated by the Internal Purchase Order. The COA data entry requirements are controlled by the Event Type entered on the Accounting line.

AFIS Jump to: ACTV Go Home Personalize Accessibility App Help About

Welcome, Student 7 Procurement Budgeting Accounts Receivable Accounts Payable

Internal Purchase Order(IPO) Dept: 107 ID: 150404000009 Ver.: 1 Function: New Phase: Draft Modified by Student7, 04/04/2015

Header

Vendor Total Lines: 0 Vendor Line: none Vendor Customer: none Legal Name: none

Accounting Total Lines: 0 Accounting Line: none Line Amount: none Line Open Amount: none

Accounting Line	Line Amount	Line Closed Amount	Line Open Amount	Event Type
From 0 to 0 Total: 0				

First Previous Next Last

List View

General Information Reference **Fund Accounting** Detail Accounting

Fund: Object: OBSA:

Sub Fund: Sub Object: Sub OBSA:

Department: Revenue: Dept Object:

Unit: Sub Revenue: Dept Revenue:

Sub Unit: BSA:

Appr Unit: Sub BSA:

Insert New Line Insert Copied Line Edit with Grid

Posting Total Lines: 0 Posting Line: none

Copy Validate Submit Discard Print Processing Workflow File Close

Internal Purchase Order Accounting – Detail Accounting Tab

The Detail Accounting tab contains decentralized Chart of Accounts (COA) elements that help to further identify the Internal Purchase Order and apply it to particular Location, Activity, Function, Reporting, Task, and Program codes.

The screenshot displays the AFIS Internal Purchase Order Accounting – Detail Accounting Tab. The interface includes a header section with document details, a table for Accounting Lines, and a detailed form for COA elements. The 'Detail Accounting' tab is active, showing fields for Location, Sub Location, Activity, Sub Activity, Function, Sub Function, Reporting, Sub Reporting, Task, Sub Task, Task Order, Major Program, Program, Phase, and Program Period. Each field has a dropdown arrow icon. The bottom section includes a 'Posting' component with buttons for Copy, Validate, Submit, Discard, Print, Processing, Workflow, File, and Close.

Posting

The Posting component shows the accounting impact of the document. It shows values entered on the other components such as the Chart of Accounts elements, as well as many values that were not entered in the other components. No data can be entered into this component; posting lines are generated from the rest of the document data. Click the Eye icon to expand the posting details.

The Posting component will only show the posting lines for one Accounting Line at a time. To see the Posting Lines for a different Accounting Line, click on the Accounting component, select another Accounting Line, and then click the Posting component.

The screenshot displays the AFIS Internal Purchase Order (IPO) form. The top navigation bar includes the AFIS logo, a 'Jump to: ACTV' dropdown, and buttons for 'Go', 'Home', 'Personalize', 'Accessibility', 'App Help', and 'About'. Below this, a status bar shows 'Welcome, Student 7' and tabs for 'Procurement', 'Budgeting', 'Accounts Receivable', and 'Accounts Payable'. The main form area is titled 'Internal Purchase Order(IPO)' and includes fields for 'Dept: 107', 'ID: 150404000009', 'Ver.: 1', 'Function: New', 'Phase: Draft', and 'Modified by Student7, 04/04/2015'. The form is divided into four main sections: 'Header', 'Vendor', 'Accounting', and 'Posting'. The 'Posting' section is currently active, showing a table with columns for 'Line', 'Function', 'Debit Posting', 'Credit Posting', 'Debit Posting Name', 'Credit Posting Name', 'Debit Amount', and 'Credit Amount'. The table is empty, and the status is 'From 0 to 0 Total: 0'. Navigation buttons 'First', 'Previous', 'Next', and 'Last' are visible below the table. At the bottom of the form, there are buttons for 'Copy', 'Validate', 'Submit', 'Discard', 'Print', 'Processing', 'Workflow', 'File', and 'Close'.

5.3. Internal Purchase Order Data Entry

The data entry requirements for an Internal Purchase Order document are minimal. The two components that require the user input are the Header and the Accounting components.

Header

In the Header component of the Internal Purchase Order, the only required field is the field on the General Information tab. Users can enter a date or allow this field to default based on the current system date when the document is submitted.

- **Record Date** – Enter a date or allow the system to default during document submission
- **Budget FY** – Enter a year or allow the system to default based on the Record Date
- **Fiscal Year** – Enter a year or allow the system to default based on the Record Date
- **Period** – Enter a valid value or allow the system to default based on the Record Date

Vendor

The Vendor component is not used on the Internal Purchase Order. Users must insert a line in the Vendor component because the Vendor line contains the Accounting lines below it. However, after

inserting a line on the Vendor component, all fields are left blank and the user continues data entry on the Accounting lines.

Accounting

The Accounting component is the where the majority of the data entry takes place. Users must first insert a line and then complete the required fields on the General Information and Fund Accounting tabs.

Accounting – General Information

The required fields on the General Information tab are:

- **Event Type** – Enter an appropriate Event Type or select one from the pick list
- **Line Amount** – Enter an amount for the current line

The other fields on the General Information tab are optional, and include description and date information. This tab is also where the user can select an Accounting Template which will infer COA elements on the Fund Accounting and/or Detail Accounting tabs.

Accounting – Fund Accounting

The required fields on the Fund Accounting tab are:

- **Fund** – Enter the Fund code
- **Department** – Enter the Department code
- **Unit** – Enter the Department Unit
- **Appr Unit** – Enter the Appropriation Unit code
- **Object** – Enter the Object code
- **Task** – Enter the Task

The other fields on the Fund Accounting tab are optional but may be used to further identify the COA elements on the transaction.

Accounting – Detail Accounting

All of the fields on the Detail Accounting tab are optional; however the Function field can be used to infer the necessary COA elements.

Posting

No data can be entered into this component; posting lines are generated from the rest of the document data.

5.4. Create an Internal Purchase Order

An internal transaction may or may not include an encumbrance for the buyer department. When an encumbrance is required, it is the buyer department (sending a payment) that creates the Internal

Purchase Order (IPO) document. Internal Purchase Order documents are created by navigating to the Document Catalog and creating a new document. When submitted and approved by the department level approver, the document updates the Accounting Journal (JACTG).

ACTIVITY 5.4

Create an Internal Purchase Order (IPO) Document

Scenario

You have received a request to create an Internal Purchase Order (IPO) to record an internal encumbrance on funds.

Setup

- ✓ User is logged into the AFIS Home Page.

Steps

- A. Create a new Internal Purchase Order document.
 1. In the Secondary Navigation Panel, click **Search**.
 2. Click **Document Catalog**.
 3. Click the **Create** link.
 4. In the **Document Code** field, enter **IPO**.
 5. In the **Dept** field, enter the data from *your student data card*.
 6. Check the box for **Auto Numbering**.

The screenshot shows the AFIS application interface. The top navigation bar includes the AFIS logo, a 'Jump to:' search bar, and links for Home, Personalize, Accessibility, App Help, and About. Below this is a secondary navigation panel with links for Procurement, Budgeting, Accounts Receivable, and Accounts Payable. The main content area is titled 'Document Catalog' and features a 'Search' button. Under the 'Document Identifier' section, the 'Code' field is set to 'IPO', the 'Unit' field is empty, the 'Dept.' field is set to '107', and the 'ID' field is empty. Under the 'Other Options' section, the 'Auto Numbering' checkbox is checked, and the 'Create Template' checkbox is unchecked. At the bottom of the form, there are links for 'Create' and 'Menu'.

- Click **Create**. The new IPO document opens to the Header component.

Header

General Information | Extended Description | Contact | Document Information

Document Name: Billing Location:

Record Date: Shipping Location:

Budget FY: Delivery Date:

Fiscal Year: Cited Authority:

Period: Actual Amount: \$0.00

Document Description: Closed Amount: \$0.00

Closed Date:

Open Amount: \$0.00

Save Undo

Vendor	Total Lines: 0	Vendor Line: none	Vendor Customer: none	Legal Name: none
Accounting	Total Lines: 0	Accounting Line: none	Line Amount: none	Line Open Amount: none
Posting	Total Lines: 0	Posting Line: none		

Copy Validate Submit Discard Print Processing Workflow File Close

- Complete the Header component of the document.

- In the Header component, on the General Information tab, in the **Document Name** field, enter **Internal Purchase Order**.
- In the **Document Description** field, enter **Record an internal encumbrance on funds**.

General Information | Extended Description | Contact | Document Information

Document Name: Internal Purchase Order Billing Location:

Record Date: Shipping Location:

Budget FY: Delivery Date:

Fiscal Year: Cited Authority:

Period: Actual Amount: \$0.00

Document Description: Record an internal encumbrance on funds Closed Amount: \$0.00

Closed Date:

Open Amount: \$0.00

Save Undo

- Navigate to and complete the Vendor component of the document.

- On the left side of the screen, click the **Open Document Navigator** arrow.
- In the Document Navigator Panel, click **Vendor**.

3. In the Vendor component, click the **Insert New Line** button (note: do not enter any Vendor Information).

The screenshot displays the AFIS Internal Purchase Order (IPO) form. The top navigation bar includes the AFIS logo and various utility links like 'Jump to:', 'Go', 'Home', 'Personalize', 'Accessibility', 'App Help', and 'About'. The main header area shows the document title 'Internal Purchase Order(IPO)' and key metadata: 'Dept: 107', 'ID: 150404000010', 'Ver.: 1', 'Function: New', 'Phase: Draft', and 'Modified by Student7, 04/04/2015'. A 'Document Navigator' on the left lists 'Header', 'Vendor', 'Accounting', and 'Posting'. The 'Vendor' component is currently selected, showing a table with one line item (Vendor Line 0, Vendor Customer, Legal Name, Line Amount). Below the table, there are tabs for 'General Information', 'Fund Accounting', and 'Detail Accounting'. The 'General Information' tab is active, displaying fields for 'Vendor Customer', 'Vendor Contact ID', 'Legal Name', 'Vendor Contact Name', 'Alias/DBA', and 'Vendor Contact Phone'. At the bottom, there are buttons for 'Save', 'Undo', 'Insert New Line', 'Insert Copied Line', 'Edit with Grid', 'Accounting', 'Posting', 'Copy', 'Validate', 'Submit', 'Discard', 'Print', 'Processing', 'Workflow', 'File', and 'Close'.

- D. Navigate to and complete the Accounting component of the document.
 1. In the Document Navigator Panel, click **Accounting**.
 2. In the Accounting component, click the **Insert New Line** button.
 3. On the General Information tab, in the **Event Type** field, enter **PR06**.

4. In the **Line Amount** field, enter **\$199.99**.

The screenshot shows the AFIS Internal Purchase Order (IPO) screen. The top navigation bar includes links for Home, Personalize, Accessibility, App Help, and About. The main header displays 'Welcome, Student 7' and navigation tabs for Procurement, Budgeting, Accounts Receivable, and Accounts Payable. The document title is 'Internal Purchase Order(IPO)' with details: Dept: 107, ID: 150404000010, Ver.: 1, Function: New, Phase: Draft, and Modified by Student7, 04/04/2015.

The left sidebar contains a 'Document Navigator' with links for Header, Vendor, Accounting (selected), and Posting.

The main content area is titled 'Accounting' and shows 'Total Lines: 1', 'Accounting Line: 0', 'Line Amount: \$0.00', and 'Line Open Amount:'. Below this is a table with columns: Accounting Line, Line Amount, Line Closed Amount, Line Open Amount, and Event Type. The table contains one row with Accounting Line 0 and Line Amount \$0.00. Navigation buttons (First, Previous, Next, Last) and a 'Go to line:' field are present.

Below the table are tabs for General Information, Reference, Fund Accounting, and Detail Accounting. The 'General Information' tab is active, showing fields for Event Type (PR06), Accounting Template, Line Description, Budget FY, Fiscal Year, Period, Line Closed Amount, and Line Closed Date. The 'Line Amount' field is set to 199.99.

At the bottom are buttons for Save, Undo, Insert New Line, Insert Copied Line, Edit with Grid, Copy, Validate, Submit, Discard, Print, Processing, Workflow, File, and Close.

5. Click the **Fund Accounting** tab.
6. In the **Fund** field, enter the data from *your student data card*.
7. In the **Department** field, enter the data from *your student data card*.
8. In the **Unit** field, enter the data from *your student data card*.
9. In the **Appr Unit** field, enter the data from *your student data card*.
10. In the **Object** field, enter **7599**.

The screenshot shows the AFIS Internal Purchase Order (IPO) screen with the 'Fund Accounting' tab selected. The 'General Information' tab is also visible. The 'Fund Accounting' tab contains fields for Fund (9007), Sub Fund, Department (107), Unit (0107), Sub Unit, Appr Unit (1070000), Object (7599), Sub Object, Revenue, Sub Revenue, BSA, Sub BSA, OBSA, Sub OBSA, Dept Object, and Dept Revenue. The 'Object' field is set to 7599.

At the bottom are buttons for Save, Undo, Insert New Line, Insert Copied Line, Edit with Grid, Copy, Validate, Submit, Discard, Print, Processing, Workflow, File, and Close.

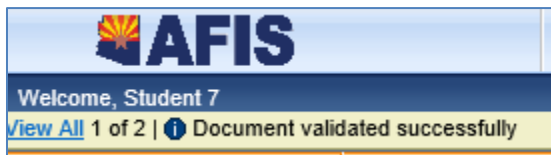
11. Click the **Detail Accounting** tab.

12. In the **Task** field, enter the data from *your student data card*.

The screenshot shows the AFIS Accounting interface. The top navigation bar includes 'Jump to:', 'Go', 'Home', 'Personalize', 'Accessibility', 'App Help', and 'About'. Below this, a status bar shows 'Welcome, Student 7' and 'Internal Purchase Order(IPO)'. The main area is titled 'Accounting' and displays 'Total Lines: 1', 'Accounting Line: 0', 'Line Amount: \$0.00', and 'Line Open Amount:'. A 'Go to line:' field is present. The 'Detail Accounting' tab is active, showing fields for Location, Sub Location, Activity, Sub Activity, Function, Sub Function, Reporting, Sub Reporting, Task (with value 107000), Sub Task, Task Order, Major Program, Program, Phase, and Program Period. A 'List View' button is on the right. At the bottom, there are buttons for Save, Undo, Insert New Line, Insert Copied Line, Edit with Grid, Copy, Validate, Submit, Discard, Print, Processing, Workflow, File, and Close.

E. Check the IPO document for errors and submit it.

1. Click the **Validate** button to check for errors. If any errors exist, fix the errors and click the **Validate** button again. If the validation is successful, the following message is displayed in the upper left corner of the screen: "**Document validated successfully.**"



2. Click the **Submit** button to submit the document for approval. If the submission is successful, the following message is displayed in the upper left corner of the screen: "**Document submitted successfully - Pending Approval.**"



3. Record the Document ID of this document. # _____
4. Click **Close** to return to the Document Catalog.
5. Click **Home** in the Primary Navigation Panel to return to the Home Page.

5.5. Research Updates Made by Internal Purchase Orders

The Internal Purchase Order (IPO) document updates the Accounting Journal (JACTG) along with other journal and budget tables.

ACTIVITY 5.5

Research the Updates Made by the Internal Purchase Order

Scenario

You want to verify that the Internal Purchase Order exists by searching the Accounting Journal.

Setup

- ✓ User is logged into the AFIS Home Page.

Steps

- A. Navigate to the Accounting Journal.
 1. In the **Jump to** field, enter **JACTG**.
 2. Click **Go**.
- B. Search for the Internal Purchase Order document.
 1. In the Search window,
 2. In the **Department** field, enter the data from ***your student data card***.
 3. In the **Doc ID** field, enter the data from ***your student data card***.
 4. In the **Doc CD** field, enter **IPO**

5. Click **Ok**.

The screenshot displays the AFIS Accounting Journal interface. The left sidebar contains navigation options: Training - Financial, Message Center, Search, Page Search, Document Catalog, Report Search, History, Favorites, and Administration. The main area shows a table with columns: Run Trm, Document, Doc Pstng Ln, Dr/Cr, and Pstng Am. Two rows are visible, both for 04/05/2015, with Document ID IPO_107_150404000010_1. The first row has a checkmark, Doc Pstng Ln 1, Dr/Cr D, and Pstng Am \$199.99. The second row has Doc Pstng Ln 1, Dr/Cr C, and Pstng Am (\$199.99). Below the table are links for First, Prev, Next, Last, and Download. A 'Calculate Total' button and 'Calculated Amount' field are present. The 'General Accounting' section is expanded, showing fields for Doc Record Date (04/04/2015), Fiscal Period (10), Fiscal Year (2015), Budget FY (2015), Fiscal Quarter (4), Event Category (PR), Event Type (PR06), Bank Account, Posting Pair (A), Posting Code (P005), Dr/Cr (D), Ln Func (Standard), Pstng Am (\$199.99), Incr/Dcrs (I), and Run Trm (04/05/2015). Below this are sections for Fund Accounting, Organizational, and Cost Accounting.

C. Observe the document information in the Accounting Journal.

1. Select the line for the IPO document in the grid.
2. Observe the sections displayed in the scalar.
3. Click the **Document** link in the grid. The IPO document opens.
4. Explore the document in read-only mode.

D. Close out and return to the Home Page.

1. Click **Close** in the IPO document screen.
2. Click **Home** in the Primary Navigation Panel to return to the Home Page.

5.6. Modify/Cancel an Internal Purchase Order

When an Internal Purchase Order (IPO) document contains errors, it must be modified or cancelled depending on the document phase. If the document is in Draft phase pending approval, then it can be modified by editing the existing document, or cancelled by discarding the existing document. If the document is in Final phase, then it cannot be edited, it can only be discarded and replaced with a new document. When discarding a document in Final phase, a Cancellation version of the document is created in Draft phase and must be submitted for approval in order to reverse out the changes processed by the original document.

ACTIVITY 5.6**Create a Cancellation Version of an Internal Purchase Order Document****Scenario**

You have received a request to cancel an Internal Purchase Order document that was created in error.

Setup

- ✓ User is logged into the AFIS Home Page.

Steps

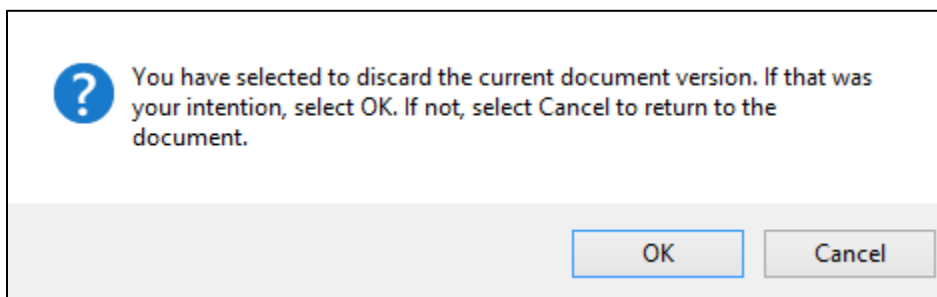
- Search for the Internal Purchase Order document.
 - In the Secondary Navigation Panel, click **Search**.
 - Click **Document Catalog**.
 - In the **Code** field, enter **IPO**.
 - In the **Dept.** field, enter the data from *your student data card*.
 - In the **ID** field, enter the **Document ID created in Activity 5.4**.
 - Click **Search**.
 - In the grid, click the **ID** link for the IPO document. The document opens.

The screenshot shows the AFIS Internal Purchase Order (IPO) document form. The form is titled 'Internal Purchase Order (IPO)' and includes a 'Document Navigator' on the left with tabs for 'Header', 'Vendor', 'Accounting', and 'Posting'. The main form area is divided into 'General Information', 'Extended Description', 'Contact', and 'Document Information' tabs. The 'General Information' tab is active, showing fields for Document Name, Record Date, Budget FY, Fiscal Year, Period, Document Description, Billing Location, Shipping Location, Delivery Date, Cited Authority, Actual Amount, Closed Amount, Closed Date, Open Amount, and Referenced Amount. The Document Name is 'Internal Purchase Order', Record Date is '04/04/2015', Budget FY is '2015', Fiscal Year is '2015', Period is '10', and Document Description is 'Record an internal encumbrance on funds'. The Billing Location, Shipping Location, and Delivery Date fields are empty. The Cited Authority field is empty. The Actual Amount is '\$199.99', Closed Amount is '\$0.00', Closed Date is blank, Open Amount is '\$199.99', and Referenced Amount is '\$0.00'. The form includes a 'List View' button and a 'Discard' button at the bottom.

- Create a cancellation version of the Internal Purchase Order document.

- In the document, click the **Discard** button.

2. A pop-up window is displayed asking if you are sure, click **Ok**.



3. The new Cancellation version of the document is created in Draft phase.



4. Click **Validate**.
 5. If the document validates successfully, click **Submit**.
- C. Close out and return to the Home Page.
1. Click **Close** in the IPO document screen.
 2. Click **Home** in the Primary Navigation Panel to return to the Home Page.

Lesson Summary

In this lesson, you:

- Identified the State workflow process for Internal Purchase Order documents
- Examined the Internal Purchase Order document
- Created an Internal Purchase Order document
- Researched the updates made by the Internal Purchase Order document
- Cancelled an Internal Purchase Order document

Check Your Progress

1. The Vendor information is required on an Internal Purchase Order.
 - a. True
 - b. False
2. An Internal Purchase Order _____.
 - a. Records a purchase of goods or services
 - b. Records a sale of goods or services
 - c. Records an internal encumbrance on funds

6. INTERNAL EXCHANGE TRANSACTION

Learning Objectives

In this lesson, you will:

- Identify the State workflow process for Internal Exchange Transaction documents
- Examine the Internal Exchange Transaction document
- Create an Internal Exchange Transaction document
- Research the updates made by the Internal Exchange Transaction document
- Cancel an Internal Exchange Transaction document

Lesson Overview

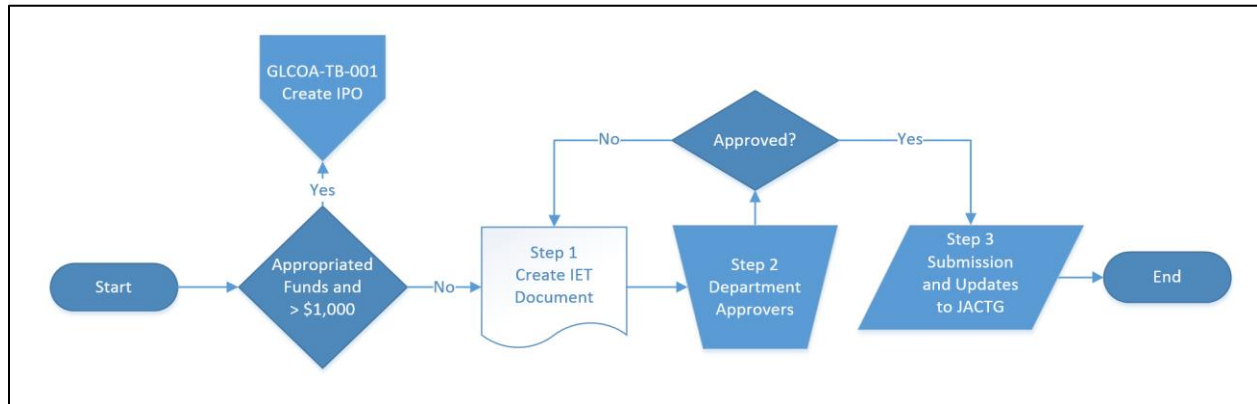
The Internal Exchange Transaction (IET) document can be used to record both intra-agency and inter-agency fund transfers in a single document. The expectation is that the COA and posting information for both/all parties is known by the creator of the IET document. An IET document can reference and either partially or fully liquidates an Internal Purchase Order (IPO) document.

6.1. State Workflow Approval Process Overview

This is a State designed process. Your department may have different requirements. This process is referenced in GL-TB-002 and represented by Figure 3 below.

1. The department creates an IET based transaction that can adjust upwards or downwards expenditures and/or revenues. The user may also 'memo' reference another transaction for audit trail purposes (for example: payment previously paid out of an incorrect funding stream).
2. The initiating department is responsible for review and approval of the transaction. If the transaction is setup incorrectly, the approver may reject the transaction back to Step 1 of the process. If the review and approval finds the document information complete, then proceed to Step 3.
3. The final approver in the process approves the transaction and the document is submitted to final status and updates the appropriate Accounting Journals and Budget Structures/Inquires.

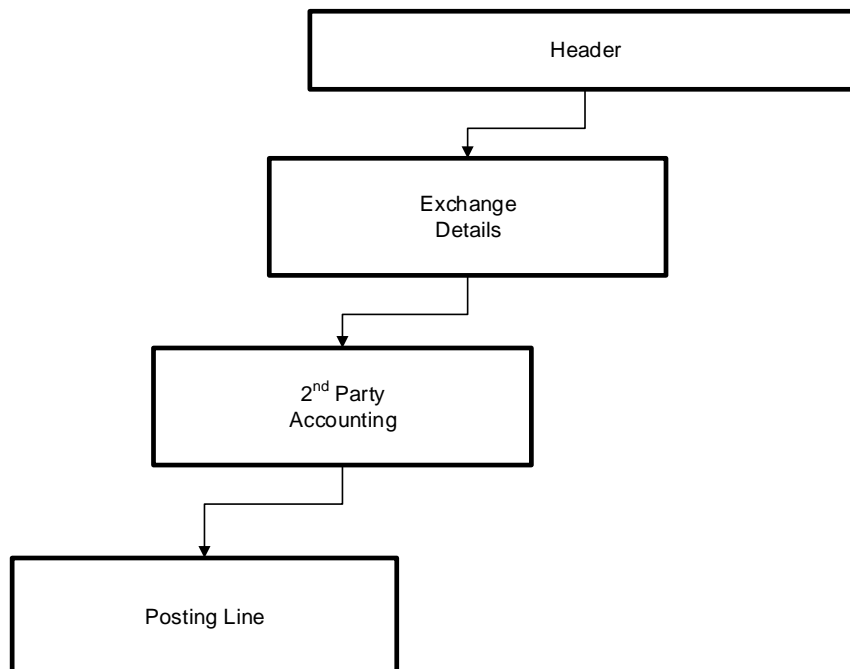
Figure 3: Workflow Process Diagram for IET Document (GL-TB-002)



6.2. Internal Exchange Transaction Document Components

Documents in AFIS contain various components (sometimes referred to as ‘sections’). Internal Exchange Transaction (IET) documents contain four components. Figure 4 illustrates the relationship between these components.

Figure 4: IET Document Component Structure



Internal Exchange Transaction Header

The Internal Exchange Transaction Header component contains information that applies to the entire document and has four tabs: General Information, 1st Party Information, Extended Description, and

Document Information. The General Information tab is generally the only tab in the Header that users will need to complete and is where users can enter Document Name, Document Description, and Date information. The field for selecting the document Initiator is also on the General Information tab. The Initiator is either the Provider/Seller (default) or the Receiver/Buyer. On the IET document, both party's information is entered into the same document and the Initiator field corresponds to the 1st party's information.

AFIS Jump to: IET Go Home Personalize Accessibility App Help About

Welcome, Student 7 Procurement Budgeting Accounts Receivable Accounts Payable

Internal Exchange Transaction(IET) Dept: 100 ID: 141007000013 Ver.: 1 Function: New Phase: Final Modified by sa, 10/07/2014

Header List View

General Information 1st Party Information Extended Description Document Information

Document Name: Instructor Initiator: Provider/Seller

Record Date: 10/07/2014 Delivery Date:

Budget FY: 2015 Additional Information:

Fiscal Year: 2015

Period: 4

Document Description: Instructor

Actual Amount: \$500.00

Exchange Details	Total Lines: 1	Line Number: 1	Vendor Customer:	Legal Name:
2nd Party Accounting	Total Lines: 1	Line Number: 1	Line Amount: \$500.00	
Posting	Total Lines: 2	Posting Line: 1		

Edit Copy Copy Forward Discard Print Processing Workflow File Close

Internal Exchange Transaction Exchange Details

The Exchange Details section on the IET has some unique features. The Exchange Details component contains tabs for General Information, 2nd Party Information, 1st Party Reference, 1st Party Fund Accounting, 1st Party Detail Accounting, and 1st Party Service Dates. The General Information tab has fields for selecting an Event Type and an Accounting Template, as well as a field for the Line Amount. If the IET document references another document, that information is entered on the 1st Party Reference tab. The COA elements for the initiator party are entered on the 1st Party Fund Accounting and 1st Party Detail Accounting tab if necessary.

The screenshot displays the AFIS Internal Exchange Transaction (IET) form. The top navigation bar includes the AFIS logo and various utility links like Home, Personalize, Accessibility, App Help, and About. The main header shows the user 'Welcome, Student 7' and the current document details: 'Internal Exchange Transaction(IET)', Dept: 100, ID: 141007000013, Ver.: 1, Function: New, Phase: Final, and Modified by sa, 10/07/2014. The 'Exchange Details' tab is active, showing a table with one line item. Below the table, the 'General Information' tab is selected, displaying fields for Event Type (IN04), Accounting Template, Line Amount (\$500.00), and Calculated Amount (\$500.00). The 'Posting' section at the bottom shows 'Total Lines: 2' and 'Posting Line: 1'. The form includes various buttons for navigation and actions, such as 'First', 'Previous', 'Next', 'Last', 'Go to line', 'List View', 'Edit', 'Copy', 'Copy Forward', 'Discard', 'Print', 'Processing', 'Workflow', 'File', and 'Close'.

Line Number	Vendor Customer	Legal Name	Line Amount	Event Type
1			\$500.00	IN04

From 1 to 1 Total: 1

General Information | 2nd Party Information | 1st Party Reference | 1st Party Fund Accounting | 1st Party Detail Accounting | 1st Party Service Dates

Event Type: IN04 | Bank: BK01

Accounting Template: |

Line Amount: \$500.00

Calculated Amount: \$500.00

2nd Party Accounting | Total Lines: 1 | Line Number: 1 | Line Amount: \$500.00

Posting | Total Lines: 2 | Posting Line: 1

Edit | Copy | Copy Forward | Discard | Print | Processing | Workflow | File | Close

Internal Exchange Transaction - Event Types

The available Event Types for the IET documents are:

- INZ1 - Expenditure Transfer
- INZ2 - Revenue Transfer (Residual Equity)
- INZ3 - Expenditure to Revenue Transfer
- INZ4 - Asset Transfer
- INZ5 - Liability Transfer
- INZ6 - Asset to Liability Transfer
- INZ7 - Liability to Revenue Transfer
- INZ8 - Asset to Revenue Transfer
- INZ9 - Asset to Expenditure Transfer
- INZ0 - Liability to Expenditure Transfer

Internal Exchange Transaction 2nd Party Accounting

The 2nd Party Accounting component contains tabs for collecting the information on the 2nd Party in the transaction. In this component, the General Information, Reference, Fund Accounting, Detail Accounting, and Service Dates tabs are available. An Accounting Template or Function can be used on the 2nd Party Accounting component to infer the COA elements on the Fund Accounting and Detail Accounting tabs.

AFIS | Welcome, Student 7 | Jump to: IET | Go | Home | Personalize | Accessibility | App Help | About

Internal Exchange Transaction(IET) | Dept: 100 | ID: 141007000013 | Ver.: 1 | Function: New | Phase: Final | Modified by sa, 10/07/2014

Header

Exchange Details	Total Lines: 1	Line Number: 1	Vendor Customer:	Legal Name:
2nd Party Accounting	Total Lines: 1	Line Number: 1	Line Amount: \$500.00	

Line Number	Line Amount	Event Type
1	\$500.00	IN04

From 1 to 1 Total: 1 | First | Previous | Next | Last | Go to line: | Go

List View

General Information | References | Fund Accounting | Detail Accounting | Service Dates

Event Type: IN04 | Budget FY: 2015

Accounting Template: | Fiscal Year: 2015

Line Description: | Period: 4

Line Amount: \$500.00 | Bank: BK01

PY Accrual/Clearing %: | Billing Profile: | AR Dept: | AR Unit:

Posting | Total Lines: 2 | Posting Line: 1

Edit | Copy | Copy Forward | Discard | Print | Processing | Workflow | File | Close

Internal Exchange Transaction Posting

The Posting line does not require data entry by the user, it displays information that is gathered from the other components of the document. Posting lines contain a summary of the Function, and Debit/Credit posting codes and amounts contained in the Internal Exchange Transaction. The Eye icon on the right displays the details for each posting line, reflecting the General Information, Fund Accounting, and Detail Accounting for the Internal Exchange Transaction.

AFIS

Welcome, Student 7

Jump to: IET Go Home Personalize Accessibility App Help About

Procurement Budgeting Accounts Receivable Accounts Payable

Internal Exchange Transaction(IET) Dept: 100 ID: 141007000013 Ver.: 1 Function: New Phase: Final Modified by sa, 10/07/2014

Header

Exchange Details Total Lines: 1 Line Number: 1 Vendor Customer: Legal Name:

2nd Party Accounting Total Lines: 1 Line Number: 1 Line Amount: \$500.00

Posting Total Lines: 2 Posting Line: 1

Line	Function	Debit Posting Credit Posting	Debit Posting Name Credit Posting Name	Debit Amount	Credit Amount
1	Non-Standard	A001 R024	Cash Internal CR	\$500.00	\$500.00
2	Non-Standard	D025 A001	Internal CE Cash	\$500.00	\$500.00
From 1 to 2 Total: 2					

First Previous Next Last Go to line: Go

Edit Copy Copy Forward Discard Print Processing Workflow File Close

6.3. Internal Exchange Transaction Data Entry

The data entry process for the Internal Exchange Transaction document requires that the user know the COA information for both parties in the transaction.

Header

In the Header component of the Internal Exchange Transaction document, the only required fields are the Record Date and Initiator fields on the General Information tab. For the Record Date field, users can enter a date or allow this field to default based on the current system date when the document is submitted. For the Initiator field, the default is set to Provider/Seller, but can be changed to Receiver/Buyer.

- **Record Date** – Enter a date or allow the system to default during document submission
- **Budget FY** – Enter a year or allow the system to default based on the Record Date
- **Fiscal Year** – Enter a year or allow the system to default based on the Record Date
- **Period** – Enter a valid value or allow the system to default based on the Record Date

Exchange Details

The Exchange Details component is where the Initiator or 1st Party information is entered. Users first must insert a line to begin data entry in this component.

Exchange Details – General Information

The required fields on the General Information tab are:

- **Event Type** – Enter an appropriate Event Type or select one from the pick list
- **Line Amount** – Enter an amount for the current line

The other fields are optional, but the Accounting Template field can be useful for inferring COA elements on the 1st Party Fund Accounting tab.

Exchange Details – 1st Party Fund Accounting

On the 1st Party Fund Accounting tab, the fields can either be inferred by the Accounting Template or entered by the user. The required fields on this tab are:

- **Fund** – Enter the Fund code
- **Department** – Enter the Department code
- **Unit** – Enter the Unit code
- **Appr Unit** – Enter the Appropriation Unit code
- **Object** – This field is conditionally required based on the Initiator or Event Type entered
- **Revenue** – This field is conditionally required based on the Initiator or Event Type entered

2nd Party Accounting

The 2nd Party Accounting component contains information that pertains to the 2nd Party in the transaction. Users must first insert a line and then complete the required fields on the General Information and Fund Accounting tabs.

2nd Party Accounting – General Information

The required fields on the General Information tab are:

- **Event Type** – Enter an appropriate Event Type or select one from the pick list
- **Line Amount** – Enter an amount for the current line

The other fields on the General Information tab are optional, and include description and date information. This tab is also where the user can select an Accounting Template which will infer COA elements on the Fund Accounting and/or Detail Accounting tabs.

Accounting – Fund Accounting

The required fields on the Fund Accounting tab are:

- **Fund** – Enter the Fund code
- **Department** – Enter the Department code
- **Unit** – Enter the Unit code
- **Appr Unit** – Enter the Appropriation Unit code
- **Object** – This field is conditionally required based on the Initiator or Event Type entered
- **Revenue** – This field is conditionally required based on the Initiator or Event Type entered

The other fields on the Fund Accounting tab are optional but may be used to further identify the COA elements on the transaction.

Accounting – Detail Accounting

All of the fields on the Detail Accounting tab are optional, however the Function field can be used to infer the necessary COA elements.

Posting

No data can be entered into this component; posting lines are generated from the rest of the document data.

6.4. Create an Internal Exchange Transaction

Internal Exchange Transaction (IET) documents are created using application pages stored in the Document Catalog. The IET document initiator is either the Provider/Seller (Vendor) or the Receiver/Buyer (Customer). This information is recorded in the Header component Initiator field, the default is set to Provider/Seller. The value selected for the Initiator field determines which party's COA information is entered in the 1st party and 2nd party information components in the document.

When submitted and approved by the department level approver, the document updates the Accounting Journal (JACTG) and associated tables.

ACTIVITY 6.4

Create an Internal Exchange Transaction (IET) Document

Scenario

You have received a request to create an Internal Exchange Transaction (IET) document to record an internal transfer of funds.

Setup

- ✓ User is logged into the AFIS Home Page.

Steps

- Create a new Internal Exchange Transaction document.
 - In the Secondary Navigation Panel, click **Search**.
 - Click **Document Catalog**.
 - Click the **Create** link.
 - In the **Code** field, enter **IET**.
 - In the **Dept** field, enter the data from ***your student data card***.
 - Check the box for **Auto Numbering**.
 - Click **Create**. The new IET document opens to the Header component.

The screenshot shows the AFIS Internal Exchange Transaction (IET) document header form. The form is titled "Internal Exchange Transaction(IET)" and includes fields for "Dept: 107", "ID: 150404000028", "Ver.: 1", "Function: New", "Phase: Draft", and "Modified by Student7 04/04/2015". The form is divided into several tabs: "General Information", "1st Party Information", "Extended Description", and "Document Information". The "General Information" tab is active, showing fields for "Document Name", "Record Date", "Budget FY", "Fiscal Year", "Period", "Document Description", "Initiator" (set to "Provider/Seller"), "Delivery Date", and "Additional Information". The "Actual Amount" is displayed as "\$0.00". Below the form, there are buttons for "Save", "Undo", "Copy", "Validate", "Submit", and "Discard". At the bottom, there are buttons for "Print", "Processing", "Workflow", "File", and "Close".

- Complete the Header component of the document.
 - In the Header component, on the General Information tab, in the **Document Name** field, enter ***Internal Exchange Transaction***.
 - In the **Document Description** field, enter ***Record an internal transfer of funds***.

3. In the Initiator field, select **Provider/Seller**.

AFIS

Welcome, Student 7

Internal Exchange Transaction(IET) Dept: 107 ID: 150404000028 Ver.: 1 Function: New Phase: Draft Modified by Student7, 04/04/2015

Header

General Information | 1st Party Information | Extended Description | Document Information

Document Name: Internal Exchange Transaction Initiator: Provider/Seller

Record Date: Budget FY: Fiscal Year: Period: Delivery Date: Additional Information:

Document Description: Record an internal transfer of funds

Actual Amount: \$0.00

Save Undo

Exchange Details Total Lines: 0 Line Number: none Vendor Customer: none Legal Name: none

2nd Party Accounting Total Lines: 0 Line Number: none Line Amount: none

Posting Total Lines: 0 Posting Line: none

Copy Validate Submit Discard Print Processing Workflow File Close

- C. Navigate to the Exchange Details component.

1. On the left side of the screen, click the **Open Document Navigator** arrow.
2. In the Document Navigator Panel, click **Exchange Details**.

AFIS

Welcome, Student 7

Internal Exchange Transaction(IET) Dept: 107 ID: 150404000028 Ver.: 1 Function: New Phase: Draft Modified by Student7, 04/04/2015

Document Navigator

Header

Exchange Details

2nd Party Accounting

Posting

Exchange Details Total Lines: 0 Line Number: none Vendor Customer: none Legal Name: none

Line Number	Vendor Customer	Legal Name	Line Amount	Event Type
From 0 to 0 Total: 0				

List View

General Information | 2nd Party Information | 1st Party Reference | 1st Party Fund Accounting | 1st Party Detail Accounting | 1st Party Service Dates

Event Type: Bank:

Accounting Template:

Line Amount:

Calculated Amount:

Insert New Line Insert Copied Line Edit with Grid

Copy Validate Submit Discard Print Processing Workflow File Close

- D. Complete the Exchange Details component of the document.

1. In the Exchange Details component, click the **Insert New Line** button.
2. On the General Information tab, in the **Event Type** field, enter **IN04**.

3. In the **Line Amount** field, enter **\$500**.

AFIS Internal Exchange Transaction (IET) - Dept: 107 ID: 15040400028 Ver.: 1 Function: New Phase: Draft Modified by Student7 04/04/2015

Exchange Details Total Lines: 1 Line Number: 0 Vendor Customer: Legal Name:

Line Number	Vendor Customer	Legal Name	Line Amount	Event Type
0			500	

From 1 to 1 Total: 1

General Information 2nd Party Information 1st Party Reference 1st Party Fund Accounting 1st Party Detail Accounting 1st Party Service Dates

Event Type: INV04 Bank:
 Accounting Template:
 Line Amount: 500
 Calculated Amount:

Save Undo Insert New Line Insert Copied Line Edit with Grid
 Copy Validate Submit Discard Print Processing Workflow File Close

4. Click the **1st Party Fund Accounting** tab.
5. In the **Fund** field, enter **AD4204**.
6. In the **Department** field, enter **ADA**.
7. In the **Unit** field, enter **2700**.
8. In the **Appr Unit** field, enter **AD43001**.
9. In the **Revenue** field, enter **4346**.

AFIS Internal Exchange Transaction (IET) - Dept: 107 ID: 15040400028 Ver.: 1 Function: New Phase: Draft Modified by Student7 04/04/2015

Exchange Details Total Lines: 1 Line Number: 0 Vendor Customer: Legal Name:

Line Number	Vendor Customer	Legal Name	Line Amount	Event Type
0				

From 1 to 1 Total: 1

1st Party Fund Accounting General Information 2nd Party Information 1st Party Reference 1st Party Detail Accounting 1st Party Service Dates

Fund: AD4204 Object: OBSA:
 Sub Fund: Sub Object: Sub OBSA:
 Department: ADA Revenue: 4346 Dept Object:
 Unit: Sub Revenue: Dept Revenue:
 Sub Unit: BSA: Sub BSA:
 Appr Unit: AD43001

Save Undo Insert New Line Insert Copied Line Edit with Grid
 Copy Validate Submit Discard Print Processing Workflow File Close

10. Click the **1st Party Detail Accounting** tab

11. In the **Task** field, enter **800000**.
12. In the **Sub Task** field, enter **850000**.

The screenshot shows the AFIS Internal Exchange Transaction (IET) form. The document is titled "Internal Exchange Transaction(IET)" with details: Dept: 107, ID: 150404000028, Ver.: 1, Function: New, Phase: Draft, Modified by Student7, 04/04/2015. The left sidebar shows the Document Navigator with tabs for Header, Exchange Details, 2nd Party Accounting, and Posting. The main form is titled "Exchange Details" and shows "Total Lines: 1, Line Number: 0, Vendor Customer: , Legal Name: ". Below this is a table with columns: Line Number, Vendor Customer, Legal Name, Line Amount, and Event Type. The table contains one line with Line Number 0. Below the table are tabs for General Information, 2nd Party Information, 1st Party Reference, 1st Party Fund Accounting, 1st Party Detail Accounting (selected), and 1st Party Service Dates. The 1st Party Detail Accounting tab contains fields for Location, Sub Location, Activity, Sub Activity, Function, Sub Function, Reporting, Sub Reporting, Task (800000), Sub Task (850000), Major Program, Program, Phase, and Program Period. At the bottom are buttons for Save, Undo, Insert New Line, Insert Copied Line, Edit with Grid, Copy, Validate, Submit, Discard, Print, Processing, Workflow, File, and Close.

E. Navigate to and complete the **2nd Party Accounting** component of the document.

1. In the Document Navigator Panel, click **2nd Party Accounting**.
2. In the Accounting component, click the **Insert New Line** button.
3. In the **Line Amount** field, enter **\$500**.

The screenshot shows the AFIS Internal Exchange Transaction (IET) form with the "2nd Party Accounting" tab selected. The document details are the same as the previous screenshot. The left sidebar shows the Document Navigator with tabs for Header, Exchange Details, 2nd Party Accounting (selected), and Posting. The main form is titled "2nd Party Accounting" and shows "Total Lines: 1, Line Number: 0, Line Amount: ". Below this is a table with columns: Line Number, Line Amount, and Event Type. The table contains one line with Line Number 0. Below the table are tabs for General Information (selected), References, Fund Accounting, Detail Accounting, and Service Dates. The General Information tab contains fields for Event Type, Accounting Template, Line Description, Line Amount (500), PY Accrual/Clearing %, Budget FY, Fiscal Year, Period, Bank, Billing Profile, AR Dept, AR Unit, and Central Statement BPRO. At the bottom are buttons for Save, Undo, Insert New Line, Insert Copied Line, Edit with Grid, Copy, Validate, Submit, Discard, Print, Processing, Workflow, File, and Close.

4. Click the **Fund Accounting** tab.
5. In the **Department** field, enter the data from ***your student data card***.

6. In the **Object** field, enter **6251**.

The screenshot shows the AFIS Internal Exchange Transaction (IET) screen. The top navigation bar includes links for Home, Personalize, Accessibility, App Help, and About. The main header displays 'Welcome, Student 7' and 'Internal Exchange Transaction(IET)' with fields for Dept: 107, ID: 150404000028, Ver.: 1, Function: New, and Phase: Draft. The left sidebar contains a 'Document Navigator' with links for Header, Exchange Details, 2nd Party Accounting (selected), and Posting. The main content area is titled '2nd Party Accounting' and shows a table with columns for Line Number, Line Amount, and Event Type. Below the table, the 'Fund Accounting' tab is active, displaying fields for Fund, Sub Fund, Department, Unit, Sub Unit, Appr Unit, Object, Sub Object, Revenue, Sub Revenue, BSA, Sub BSA, OBSA, Sub OBSA, Dept Object, and Dept Revenue. The 'Object' field is populated with '6251'. At the bottom, there are buttons for Save, Undo, Insert New Line, Insert Copied Line, Edit with Grid, Copy, Validate, Submit, Discard, Print, Processing, Workflow, File, and Close.

7. Click the **Detail Accounting Tab**

8. In the **Function** field, enter the data from *your student data card*.

The screenshot shows the AFIS Internal Exchange Transaction (IET) screen with the 'Detail Accounting' tab active. The main content area displays fields for Location, Sub Location, Activity, Sub Activity, Function, Sub Function, Reporting, Sub Reporting, Task, Sub Task, Task Order, Major Program, Program, Phase, and Program Period. The 'Function' field is populated with '1075205'. The bottom navigation bar remains the same as in the previous screenshot.

F. Check the IET document for errors and submit it.

1. Click the **Validate** button to check for errors. If any errors exist, fix the errors and click the **Validate** button again. If the validation is successful, the following message is displayed in the upper left corner of the screen: **"Document validated successfully."**

2. Click the **Submit** button to submit the document for approval. If the submission is successful, the following message is displayed in the upper left corner of the screen: **"Document submitted successfully - Pending Approval."**
3. Click **Close** to return to the Document Catalog.
4. Click **Home** in the Primary Navigation Panel to return to the Home Page.

6.5. Research Updates Made by Internal Exchange Transactions

The Accounting Journal (JACTG) query page is the main source of detailed transaction data. Users can navigate to the Accounting Journal by using the Jump to field in the Primary Navigation Panel, or the Page Search feature on the Secondary Navigation Panel. The Accounting Journal search feature enables users to narrow down the list of documents displayed. Once the document is located, the information can be reviewed for accuracy.

6.6. Cancel an Internal Exchange Transaction

When an Internal Exchange Transfer document has been completed incorrectly, there are several ways to correct the error depending on which document method was used and where in the workflow the transaction currently sits.

Examples

When using the Internal Exchange Transaction document to complete a transfer:

1. The reviewer/approver discovers errors in the pending IET document
2. The IET document is rejected
3. It returns to the workflow for editing and resubmission
4. The IET is resubmitted for approval

When an IET transaction has been completed and approved, but needs to be cancelled:

1. The IET document is opened
2. The IET document is discarded
3. A Cancellation Draft is created to cancel out the previous document
4. The Cancellation Draft is submitted and approved

When an IET transaction has been completed and approved, but needs to be fully or partially reversed:

1. A new IET document is created
2. Fund Accounting information is reversed
3. Appropriate amounts are entered to fully or partially reverse the error
4. The new IET document is submitted and approved

Lesson Summary

In this lesson, you:

- Identified the State workflow process for Internal Exchange Transaction documents
- Examined the Internal Exchange Transaction document
- Created an Internal Exchange Transaction document
- Researched the updates made by the Internal Exchange Transaction document
- Cancelled an Internal Exchange Transaction document

Check Your Progress

1. The IET document is created by multiple departments who each enter their own information.
 - a. True
 - b. False
2. All of the following are components of an IET document except
 - a. Header
 - b. Vendor
 - c. Posting
 - d. 2nd Party Accounting

7. INTER-AGENCY TRANSFER

Learning Objectives

In this lesson, you will:

- Identify the State workflow process for Inter-Agency Transfer Expenditure documents
- Examine the Inter-Agency Transfer Expenditure documents
- Create an Internal Transaction Initiator document
- Create an Internal Transaction Agreement document
- Research the updates made by the Inter-Agency Transfer Expenditure documents
- Review the Inter-Agency Transfer Operating documents
- Review the Inter-Agency Transfer Balance Sheet documents
- Cancel an Inter-Agency Transfer Expenditure document

Lesson Overview

A transfer of funds between agencies can begin with or without the creation of an encumbrance document. If no encumbrance is needed, the process begins with the creation of an Internal Transaction Initiator (ITI) document which is then copied forward to an Internal Transaction Agreement (ITA) document. If an Internal Purchase Order (IPO) has been created, it can then be used as a reference document for an Inter-Agency Transfer Expenditure. This process uses a two-document method that involves the first department creating an Internal Transaction Initiator (ITI) document that references the IPO, followed by the creation of an Internal Transaction Agreement (ITA) document that allows the second department to view and accept the amount billed/paid, the COA elements, and amount being transferred.

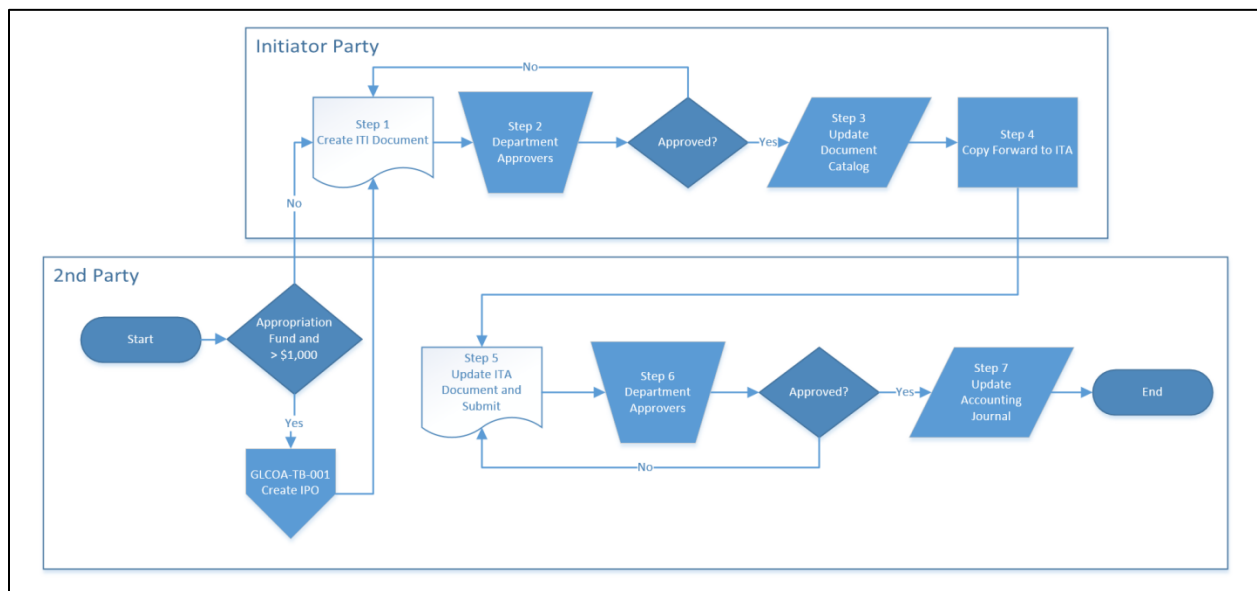
7.1. State Workflow Approval Process Overview

This is a State designed process. Your department may have different requirements. This process is referenced in GL-TB-003 and represented by Figure 5 below.

1. The initiating department of the exchange transaction determines whether an internal encumbrance is needed based on the Appropriation Type. If needed, an internal encumbrance transaction should be created as documented in GL-TB-001. Once this document has been created, the end user creates an Internal Transaction Initiator (ITI) document that can reference the encumbrance transaction. The ITI establishes the relationship to the Sending side of the transaction and the funding stream.

2. The initiating department is responsible for review and approval of the ITI document. If the document is setup incorrectly, the approver may reject the document back to Step 1. If the review finds the document information complete, then proceed to Step 3.
3. The final approver in the process approves the transaction and the document is submitted to final status and updates the appropriate Accounting Journals and Budget Structures/Inquires. No debits and credits occur upon the submission of the document.
4. The initiating department opens the previously processed ITI transaction and copies forward the transaction to an Internal Transaction Agreement (ITA) document. Information from the ITI (sending department) is brought into the ITA document to shorten data entry requirements.
5. The sending department updates the ITA document with receiving Chart of Accounts information for processing; this could be expenditure or revenue related funding stream information.
6. The sending department is responsible for review and approval of the transaction. If the transaction is setup incorrectly, the approver may reject the transaction back to Step 5. If the review finds the document information complete, then proceed to Step 7.
7. The final approver in the process approves the transaction and the document is submitted to final status and updates the appropriate Accounting Journals and Budget Structures/Inquiries. The reference encumbrance transaction is liquidated.
8. If the document needs to be rejected entirely and the entire process cancelled, then the user should also notify the initiator department to create a cancellation version of the ITI transaction.

Figure 5: Workflow Process Diagram for ITI/ITA Documents (GL-TB-003)



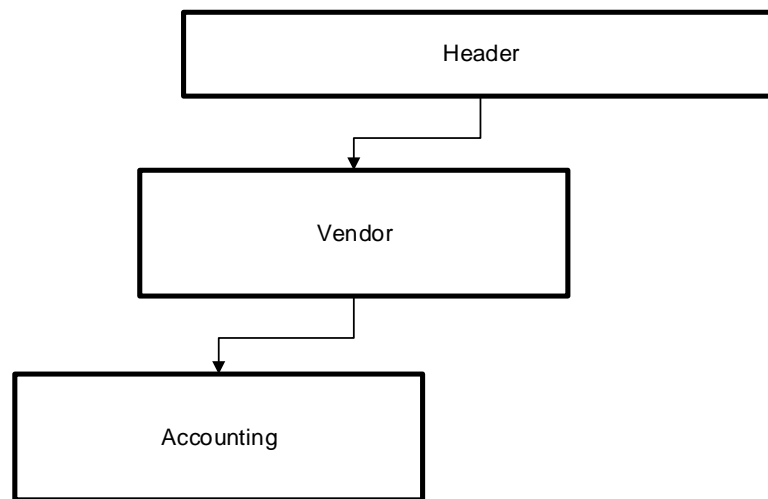
7.2. Internal Transaction Initiator and Agreement Document Components

The two documents used to complete this internal transaction method are the Internal Transaction Initiator (ITI) and the Internal Transaction Agreement (ITA).

Internal Transaction Initiator

The first document in the Internal Transaction two-document method is the Internal Transaction Initiator (ITI) document. The Figure 6 below illustrates the structure of the three components in the ITI document.

Figure 6: ITI Document Component Structure



Internal Transaction Initiator Header

The Header component of the ITI document contains information that applies to the entire document. The General Information tab is the only tab that requires user input. The General Information tab has fields for reporting description and date information, as well as selecting the Initiator of the two document transaction method. The date fields, Record date, Budget FY, Fiscal Year, and Period, can either be entered by the user or allowed to default if left blank.

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Welcome, Student 7 Procurement Budgeting Accounts Receivable Accounts Payable

Internal Transaction Initiator(ITI) Dept: 100 ID: 141007000022 Ver.: 1 Function: New Phase: Final Modified by Training, 10/07/2014

Header List View

General Information 1st Party Information Extended Description Document Information

Document Name: Initiator: Provider/Seller

Record Date: 10/07/2014 Delivery Date:

Budget FY: 2015 Additional Information:

Fiscal Year: 2015

Period: 4

Document Description: Instructor

Document Amount: \$500.00

Closed Amount: \$0.00

Closed Date:

Vendor Total Lines: 1 Vendor Line: 1 Vendor Customer: Legal Name:

Accounting Total Lines: 1 Accounting Line: 1 Line Amount: \$500.00

Edit Copy Copy Forward Discard Print Processing Workflow File Close

Internal Transaction Initiator Vendor

The Vendor component on the ITI document will not be used and requires no data entry by the user.

Internal Transaction Initiator Accounting

The Accounting component contains tabs for collecting the COA information for the document initiator. In this component, the General Information, Reference, Fund Accounting, and Detail Accounting tabs are available. An Accounting Template or Function can be used on the Accounting component to infer the COA elements on the Fund Accounting and Detail Accounting tabs. An Event Type must also be selected on the Accounting line.

AFIS

Welcome, Student 7

Internal Transaction Initiator(ITI) Dept: 100 ID: 14100700022 Ver.: 1 Function: New Phase: Final Modified by Training, 10/07/2014

Header

Vendor Total Lines: 1 Vendor Line: 1 Vendor Customer: Legal Name:

Accounting Total Lines: 1 Accounting Line: 1 Line Amount: \$500.00

Accounting Line	Line Amount	Event Type	Closed Date
1	\$500.00	IN04	

From 1 to 1 Total: 1

Go to line: Go

List View

General Information Reference Fund Accounting Detail Accounting

Event Type: IN04

Accounting Template:

Description:

Line Amount: \$500.00

Closed Date:

Budget FY: 2015

Fiscal Year: 2015

Period: 4

Bank: BK01

Service From:

Service To:

Billing Profile:

Edit Copy Copy Forward Discard Print Processing Workflow File Close

Internal Transaction Initiator - Event Types

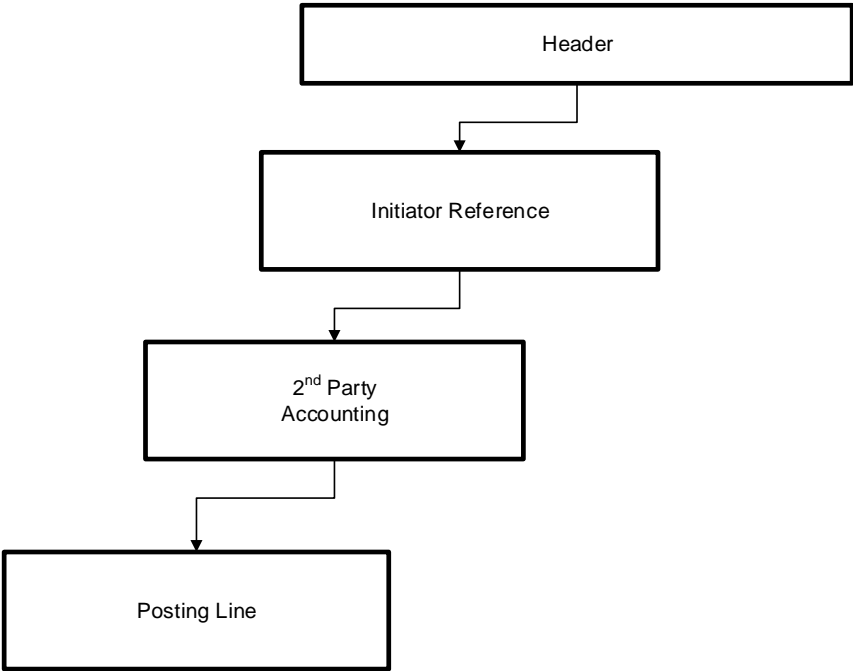
The available Event Types for the ITI document are:

- INZ1 - Expenditure Transfer
- INZ2 - Revenue Transfer
- INZ3 - Expenditure to Revenue Transfer

Internal Transaction Agreement

The second document in the Internal Transaction two-document method is the Internal Transaction Agreement (ITA) document. This document is created by using Copy Forward from an Internal Transaction Initiator document. The Figure 7 below illustrates the structure of the four components in the ITA document.

Figure 7: ITA Document Component Structure



Internal Transaction Agreement Header

The Header component of the ITA document contains information that applies to the entire document. The information on this component needs to be reviewed for accuracy but should not be modified. If errors are present, the document must be discarded and the ITI corrected in order to create a new ITA document.

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Procurement | Budgeting | Accounts Receivable | Accounts Payable

View All 1 of 2 | This posting is not allowed by BFY Profile A, stage 3 (A2079)

Internal Transaction Agreement(ITA) | Dept: 100 | ID: 141007000022 | Ver.: 1 | Function: New | Phase: Final | Modified by Training , 10/07/2014

Header | List View

General Information | 1st Party Information | Extended Description | Document Information

Document Name:

Record Date:

Document Description:

Actual Amount: \$500.00

Initiator:

Delivery Date:

Additional information:

Initiator Reference	Total Lines: 1	Vendor Line: 1
2nd Party Accounting	Total Lines: 1	Line Number: 1 Line Amount: \$500.00
Posting	Total Lines: 3	Posting Line: 1

Internal Transaction Agreement Initiator Reference

The Initiator Reference component contains the information copied forward from the ITI document and should not be changed. If errors are present, the document must be discarded and the ITI corrected in order to create a new ITA document.

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Welcome, Student 7 Procurement Budgeting Accounts Receivable Accounts Payable

View All 1 of 2 This posting is not allowed by BFY Profile A, stage 3 (A2079)

Internal Transaction Agreement(ITA) Dept: 100 ID: 141007000022 Ver.: 1 Function: New Phase: Final Modified by Training, 10/07/2014

Header

Initiator Reference Total Lines: 1 Vendor Line: 1

Vendor Line	Initiator Doc Code	Initiator Doc Dept	Initiator Doc ID	Initiator Vendor Line	Initiator Accounting Line	Line Amount	Event Type ID
1	IT	100	141007000023	1	1	\$500.00	IN04

From 1 to 1 Total: 1 Go to line:

Initiator Reference General Information 2nd Party Information 1st Party Reference 1st Party Fund Accounting 1st Party Detail Accounting 1st Party Service Dates

Initiator Doc Code: IT Initiator Vendor Line: 1
 Initiator Doc Dept: 100 Initiator Accounting Line: 1
 Initiator Doc ID: 141007000023

2nd Party Accounting Total Lines: 1 Line Number: 1 Line Amount: \$500.00

Posting Total Lines: 3 Posting Line: 1

Internal Transaction Agreement 2nd Party Accounting

The 2nd Party Accounting component contains tabs for collecting the information for the 2nd Party in the transaction. In this component, the General Information, Reference, Fund Accounting, and Detail Accounting tabs are available. An Event Type must be selected on the General Information tab.

AFIS

Welcome, Student 7

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Procurement Budgeting Accounts Receivable Accounts Payable

View All 1 of 2 This posting is not allowed by BFY Profile A, stage 3 (A2079)

Internal Transaction Agreement(ITA) Dept: 100 ID: 141007000022 Ver.: 1 Function: New Phase: Final Modified by Training, 10/07/2014

Header

Initiator Reference Total Lines: 1 Vendor Line: 1

2nd Party Accounting Total Lines: 1 Line Number: 1 Line Amount: \$500.00

Line Number	Line Amount	Event Type
1	\$500.00	IN04

From 1 to 1 Total: 1

First Previous Next Last Go to line: Go

List View

General Information Reference Fund Accounting Detail Accounting Service Dates

Event Type: IN04

Accounting Template:

Line Description:

Line Amount: \$500.00

PY Accrual/Clearing %:

Budget FY: 2015

Fiscal Year: 2015

Period: 4

Bank: BK01

Billing Profile:

AR Dept:

AR Unit:

Posting Total Lines: 3 Posting Line: 1

Edit Copy Copy Forward Discard Print Processing Workflow File Close

Internal Transaction Agreement - Event Types

The available Event Types for the ITA document are:

- INZ1 - Expenditure Transfer
- INZ2 - Revenue Transfer (Residual Equity)
- INZ3 - Expenditure to Revenue Transfer

An Accounting Template or Function can be used on the Accounting component to infer the COA elements on the Fund Accounting and Detail Accounting tabs.

Internal Transaction Agreement Posting

The Posting line does not require data entry by the user. It displays information that is gathered from the other components of the document. Posting lines contain a summary of the Function, and Debit/Credit posting codes and amounts contained in the Internal Transaction Agreement. The Eye icon on the right displays the details for each posting line, reflecting the General Information, Fund Accounting, and Detail Accounting for the Internal Transaction Agreement.

AFIS Jump to: IET Go Home Personalize Accessibility App Help About

Welcome, Student 7 Procurement Budgeting Accounts Receivable Accounts Payable

View All 1 of 21 This posting is not allowed by BFY Profile A, stage 3 (A2079)

Internal Transaction Agreement(ITA) Dept: 100 ID: 141007000022 Ver.: 1 Function: New Phase: Final Modified by Training , 10/07/2014

Header					
Initiator Reference		Total Lines: 1	Vendor Line: 1		
2nd Party Accounting		Total Lines: 1	Line Number: 1	Line Amount: \$500.00	
Posting		Total Lines: 3	Posting Line: 1		
Line	Function	Debit Posting Credit Posting	Debit Posting Name Credit Posting Name	Debit Amount	Credit Amount
1	Liquidation	P006 P005	Res Encumbrance Encumbrance	\$500.00	\$500.00
2	Non-Standard	A001 R024	Cash Internal CR	\$500.00	\$500.00
3	Non-Standard	D025 A001	Internal CE Cash	\$500.00	\$500.00
From 1 to 3 Total: 3					

First Previous Next Last Go to line: Go

Edit Copy Copy Forward Discard Print Processing Workflow File Close

7.3. Internal Transaction Initiator and Agreement Data Entry

The data entry process for the Internal Transaction Initiator and Agreement documents requires only that each department enter their own information. This method is used when one party is not able to enter the information for both parties in the transaction.

Internal Transaction Initiator

The Internal Transaction Initiator (ITI) document has three components and requires data entry on two of them, the Header and the Accounting components.

Header

In the Header component General Information tab users will need to enter the date and initiator information.

- **Record Date** – Enter a date or allow the system to default during document submission
- **Budget FY** – Enter a year or allow the system to default based on the Record Date

- **Fiscal Year** – Enter a year or allow the system to default based on the Record Date
- **Period** – Enter a valid value or allow the system to default based on the Record Date
- **Initiator** – Select either Provider/Seller or Receiver/Buyer. This field tells the nature of the 1st party and determines which party's information is required on the ITI document.

Vendor

The Vendor component on the ITI document will not be used and requires no data entry by the user.

Accounting

The Accounting component contains information that pertains to the initiator party in the transaction. Users must first insert a line and then complete the required fields on the General Information and Fund Accounting tabs.

Accounting – General Information

The required fields on the General Information tab are:

- **Event Type** – Enter an appropriate Event Type or select one from the pick list
- **Line Amount** – Enter an amount for the current line

The other fields on the General Information tab are optional, and include description and date information. This tab is also where the user can select an Accounting Template which will infer COA elements on the Fund Accounting and/or Detail Accounting tabs.

Accounting – Fund Accounting

The required fields on the Fund Accounting tab are:

- **Fund** – Enter the Fund code
- **Department** – Enter the Department code
- **Unit** – Enter the Department Unit
- **Appr Unit** – Enter the Appropriation Unit code
- **Object** – This field is conditionally required based on the Initiator or Event Type entered
- **Revenue** – This field is conditionally required based on the Initiator or Event Type entered

The other fields on the Fund Accounting tab are optional but may be used to further identify the COA elements on the transaction.

Accounting – Detail Accounting

All of the fields on the Detail Accounting tab are optional; however the Function field can be used to infer the necessary COA elements.

Internal Transaction Agreement

The Internal Transaction Agreement (ITA) document has four components but only requires data entry on one of them, the 2nd Party Accounting component. The other components need to be reviewed for

accuracy and if errors are found, then the ITA document must be discarded and recreated once the ITI document is corrected.

Header

The Header component of the ITA should be reviewed for accuracy, but users should not enter or change any data in this component.

- **Record Date** – Enter a date or allow the system to default during document submission
- **Budget FY** – Enter a year or allow the system to default based on the Record Date
- **Fiscal Year** – Enter a year or allow the system to default based on the Record Date
- **Period** – Enter a valid value or allow the system to default based on the Record Date

Initiator Reference

The Initiator Reference contains the information copied forward from the ITI document which should be reviewed for accuracy, but users should not enter or change any data in this component.

2nd Party Accounting

The 2nd Party Accounting component contains information that pertains to the 2nd party in the transaction. Users must first insert a line and then complete the required fields on the General Information and Fund Accounting tabs.

Accounting – General Information

The required fields on the General Information tab are:

- **Event Type** – Enter an appropriate Event Type or select one from the pick list
- **Line Amount** – Enter an amount for the current line

The other fields on the General Information tab are optional, and include description and date information. This tab is also where the user can select an Accounting Template which will infer COA elements on the Fund Accounting and/or Detail Accounting tabs.

Accounting – Fund Accounting

The required fields on the Fund Accounting tab are:

- **Fund** – Enter the Fund code
- **Department** – Enter the Department code
- **Appr Unit** – Enter the Appropriation Unit code
- **Unit** – Enter the Department Unit code
- **Object** – This field is conditionally required based on the Initiator or Event Type entered
- **Revenue** – This field is conditionally required based on the Initiator or Event Type entered

The other fields on the Fund Accounting tab are optional but may be used to further identify the COA elements on the transaction.

Accounting – Detail Accounting

All of the fields on the Detail Accounting tab are optional, however the Function field can be used to infer the necessary COA elements.

Posting

The Posting line does not require data entry by the user, it displays information that is gathered from the other components of the document.

7.4. Create an Internal Transaction Initiator Document

Internal Transaction Initiator (ITI) and Internal Transaction Agreement (ITA) documents are created by using application pages stored in the Document Catalog or by using the Copy Forward feature from a reference document such as an encumbrance. When using Copy Forward, information from the source document populates the new document. It is the responsibility of the initiating department to create, submit, and approve the ITI document and then Copy Forward to the ITA document. Once the ITA document has been created, the initiating department should contact the sending department to make them aware of the need to process and approve the ITA document.

ACTIVITY 7.4

Create an Internal Transaction Initiator Document and Copy Forward to an Internal Transaction Agreement Document

Scenario

You have received a request to create an Internal Transaction Initiator (ITI) document and, once it is approved, Copy Forward to an Internal Transaction Agreement (ITA) document and notify the Seller department of its creation. This two-document method will liquidate an encumbrance.

Setup

- ✓ User is logged into the AFIS Home Page.

Steps

- Locate the IPO document to reference.
 - In the Secondary Navigation Panel, click **Search**.
 - Click **Document Catalog**.
 - In the **Code** field, enter **IPO**.
 - In the **Dept.** field, enter the data from **your student data card**.
 - In the **ID** field, enter the data from **your student data card**.

6. Click **Browse**.
7. In the scalar, click the **ID** link for the IPO document. The IPO document opens.
8. Review the IPO document, then click **Close**.
9. Click **Home** in the Primary Navigation Panel to return to the Home Page.

B. Create the ITI document.

1. In the Secondary Navigation Panel, click **Search**.
2. Click **Document Catalog**.
3. In the **Code** field, enter **ITI**.
4. In the **Dept.** field, enter the data from *your student data card*.
5. Select the **Auto Numbering** check box.
6. Click **Create**. The new ITI document opens on the Header component.

C. Complete the Header component of the ITI document.

1. On the General Information tab, in the **Initiator** field, select **Provider/Seller**.
2. In the **Record Date** field, select *today's date*.

D. Complete the Accounting component of the document.

1. Click the **Accounting** component at the bottom of the screen.
2. In the General Information tab, in the **Event Type** field, enter **INZ3**.

3. In the **Line Amount** field, enter **500**.

The screenshot shows the AFIS Internal Transaction Initiator (ITI) screen. The top navigation bar includes links for Home, Personalize, Accessibility, App Help, and About. The main header displays 'Welcome, Student 7' and navigation tabs for Procurement, Budgeting, Accounts Receivable, and Accounts Payable. The breadcrumb trail indicates the current path: Internal Transaction Initiator (ITI) > Dept: 107 > ID: 150404000024 > Ver.: 1 > Function: New > Phase: Draft. The 'Accounting' section is active, showing a table with columns: Accounting Line, Line Amount, Event Type, and Closed Date. The table contains one row with Accounting Line 1 and Line Amount \$0.00. Below the table, the 'General Information' tab is selected, showing fields for Event Type (IN04), Accounting Template, Description, Line Amount (500), Budget FY, Fiscal Year, Period, Bank, Service From, and Service To. The bottom of the screen features a toolbar with buttons for Save, Undo, Edit with Grid, Copy, Validate, Submit, Discard, Print, Processing, Workflow, File, and Close.

4. Click the **Fund Accounting** tab.
5. In the **Department** field, enter **ADA**.
6. In the **Revenue** field, enter **4346**.

The screenshot shows the AFIS Internal Transaction Initiator (ITI) screen with the 'Fund Accounting' tab selected. The 'Fund Accounting' section displays fields for Fund, Sub Fund, Department (ADA), Unit, Sub Unit, Appr Unit, Object, Sub Object, Revenue (4346), Sub Revenue, BSA, Sub BSA, OBSA, Sub OBSA, Dept Object, and Dept Revenue. The bottom of the screen features a toolbar with buttons for Save, Undo, Edit with Grid, Copy, Validate, Submit, Discard, Print, Processing, Workflow, File, and Close.

7. Click the **Detail Accounting** tab.

8. In the **Function** field, enter **Motor12345**.

- E. Check the ITI document for errors and submit it.
1. Click the **Validate** button to check for errors. If any errors exist, fix the errors and click the Validate button again. If the validation is successful, the following message is displayed in the upper left corner of the screen: "**Document validated successfully.**"
 2. Write down the Document ID # _____
 3. Click the **Submit** button.
 4. Click **Close** to return to the Document Catalog.
 5. Click **Home** to return to the Home Page.
- F. Use the Document Catalog to search for and open the Final ITI document.
1. In the Secondary Navigation Panel, click **Search**.
 2. Click **Document Catalog**.
 3. In the **Code** field, enter **ITI**.
 4. In the **Dept** field, enter the data from **your student data card**.
 5. In the **ID** field, enter the document ID from E. Step 2.
 6. Click **Browse**.

7. In the scalar, select the **Final phase ITI** document. The ITI document opens.

Document Catalog

Create

Document Identifier

Code: M Unit: Dept: 107 ID: 150404000024

User Information

Document State

Browse Clear

Open Validate Submit Copy

Code	Dept	Unit	ID	Comments	Version	Function	Phase	Status	Date	User ID	Amount	Active
M	107		150404000024	No	1	New	Final	Submitted	4/4/15	Student7	\$500.00	Yes

First Prev Next Last

Menu

- G. Create the ITA document using Copy Forward from the ITI.

1. In the ITI document, click **Copy Forward**.

Internal Transaction Initiator (ITI) Dept: 107 ID: 150404000024 Ver.: 1 Function: New Phase: Final Modified by Student7, 04/04/2015

Header

List View

General Information 1st Party Information Extended Description Document Information

Document Name: Initiator: Provider/Seller

Record Date: 04/04/2015 Delivery Date:

Budget FY: 2015 Additional Information:

Fiscal Year: 2015

Period: 10

Document Description:

Document Amount: \$500.00

Closed Amount: \$0.00

Closed Date:

Vendor Total Lines: 1 Vendor Line: 1 Vendor Customer: Legal Name:

Accounting Total Lines: 1 Accounting Line: 1 Line Amount: \$500.00

Edit Copy Copy Forward Discard Print Processing Workflow File Close

2. On the Copy Forward screen, in the **Doc Department Code** field, enter the data from *your student data card*.
3. Select the **Auto Numbering** check box.

4. Select the **Target Doc Type** of ITA.

AFIS

Welcome, Student 7

Jump to: IET Go Home Personalize Accessibility App Help About

Procurement Budgeting Accounts Receivable Accounts Payable

Training - Financial

Message Center

Search

Page Search

Document Catalog

Report Search

History

Favorites

Administration

Copy Forward

From Document

Category: INT Doc Dept: 107

Type: IT Doc Unit:

Code: IT ID: 150404000024

Select Entire Document: ☒ Version: 1

To Document

Doc. Department Code: 107 Document ID:

Unit Code: Auto Numbering: ☒

Target Doc Type	Target Doc Code	Description
ITA	ITA	Create ITA from IT

First Prev Next Last

OK Cancel

5. Click **OK**. The ITA document opens.6. Write down this **Document ID**. # _____

AFIS

Welcome, Student 7

Jump to: IET Go Home Personalize Accessibility App Help About

Procurement Budgeting Accounts Receivable Accounts Payable

Internal Transaction Agreement(ITA) Dept: 107 ID: 150404000024 Ver.: 1 Function: New Phase: Draft Modified by Student7 04/04/2015

Header

List View

General Information 1st Party Information Extended Description Document Information

Document Name:

Record Date:

Document Description:

Actual Amount: \$0.00

Initiator: Provider/Seller

Delivery Date:

Additional Information:

Save Undo

Initiator Reference Total Lines: 1 Vendor Line: 1

2nd Party Accounting Total Lines: 0 Line Number: none Line Amount: none

Posting Total Lines: 0 Posting Line: none

Copy Validate Submit Discard Print Processing Workflow File Close

7. Click **Close**. This leaves the ITA document in the Draft phase.8. Click **Home** in the Primary Navigation Panel to return to the Home Page.

7.5. Create an Internal Transaction Agreement Document

The two-document method continues with the completion of the Internal Transaction Agreement (ITA) document.

ACTIVITY 7.5

Complete and Submit the Internal Transaction Agreement Document

Scenario

You have received a request to complete and submit an Internal Transaction Agreement (ITA) document to process an inter-agency transfer of funds.

Setup

- ✓ User is logged into the AFIS Home Page.

Steps

- A. Use the Document Catalog to search for and open the ITA document.
 1. In the Secondary Navigation Panel, click **Search**.
 2. Click **Document Catalog**.
 3. In the **Dept** field, enter the data from *your student data card*.
 4. In the **ID** field, enter the Document ID written down from activity 7.4.

The screenshot shows the AFIS Document Catalog interface. The left sidebar contains navigation links: Training - Financial, Message Center, Search, Document Catalog (highlighted), History, Favorites, and Administration. The main content area is titled 'Document Catalog' and includes a 'Create' button and a 'Document Identifier' section with fields for Code (ITA), Unit, Dept (107), and ID. Below this are sections for 'User Information' and 'Document State'. At the bottom, there is a table of search results with columns: Code, Dept, Unit, ID, Comments, Version, Function, Phase, Status, Date, User ID, Amount, and Active. The table contains one row for an ITA document with ID 150404000024. Below the table are links for 'Open', 'Validate', 'Submit', and 'Copy', and a 'Menu' link.

Code	Dept	Unit	ID	Comments	Version	Function	Phase	Status	Date	User ID	Amount	Active
ITA	107		150404000024	No	1	New	Draft	Held	4/4/15	Student7	\$0.00	Yes

5. Click **Browse**.
6. In the scalar, click the **ID** link of the ITA document. The ITA document opens.
- B. Review the information that was copied forward from the ITI document.
 1. Observe the information on the Header component of the ITA document.

2. Click the **Initiator Reference** component.
3. Observe the information in the Initiator Reference component.

The screenshot shows the AFIS Internal Transaction Agreement (ITA) screen. The header includes the AFIS logo, a 'Jump to' field, and navigation links like Home, Personalize, Accessibility, App Help, and About. The main header bar displays 'Welcome, Student 7' and tabs for Procurement, Budgeting, Accounts Receivable, and Accounts Payable. The current view is 'Internal Transaction Agreement(ITA)' with details: Dept: 107, ID: 150404000024, Ver.: 1, Function: New, Phase: Draft, and Modified by Student7 on 04/04/2015.

The **Initiator Reference** component is active, showing a table with one line item:

Vendor Line	Initiator Doc Code	Initiator Doc Dept	Initiator Doc ID	Initiator Vendor Line	Initiator Accounting Line	Line Amount	Event Type ID
1	M	107	150404000024	1	1	\$500.00	IN04

Below the table, there are navigation buttons (First, Previous, Next, Last) and a 'Go to line:' field. The **Initiator Reference** tab is selected, showing fields for Initiator Doc Code (M), Initiator Doc Dept (107), Initiator Doc ID (150404000024), Initiator Vendor Line (1), and Initiator Accounting Line (1). At the bottom, there are buttons for Save, Undo, Insert New Line, Insert Copied Line, Edit with Grid, and a Posting section with Total Lines: 0 and Posting Line: none. Other buttons include Copy, Validate, Submit, Discard, Print, Processing, Workflow, File, and Close.

4. Click the **Edit** button at the bottom of the screen.
- C. Complete the 2nd Party Accounting component.
1. Click the **2nd Party Accounting** component.
 2. Click the **Insert New Line** button.
 3. In the **Line Amount** field, enter **500**.

The screenshot shows the AFIS Internal Transaction Agreement (ITA) screen with the **2nd Party Accounting** component active. The header and main header bar are the same as in the previous screenshot. The **2nd Party Accounting** component shows a table with one line item:

2nd Party Accounting	Total Lines: 1	Line Number: 0	Line Amount: \$0.00

The **General Information** tab is selected, showing fields for Event Type, Accounting Template, Line Description, Line Amount (500), PY Accrual/Clearing %, Budget FY, Fiscal Year, Period, Bank, Billing Profile, AR Dept, AR Unit, and Central Statement BPRO. At the bottom, there are buttons for Save, Undo, Insert New Line, Insert Copied Line, Edit with Grid, and a Posting section with Total Lines: 0 and Posting Line: none. Other buttons include Copy, Validate, Submit, Discard, Print, Processing, Workflow, File, and Close.

4. Click on the **Reference** tab.

5. In the **Reference Doc Code** field, enter **IPO**.
6. In the **Reference Doc Dept** field, enter the data from ***your student data card***.
7. In the **Reference Doc ID** field, enter the data from ***your student data card***.
8. In the **Reference Vendor line** field, enter **1**.
9. In the **Reference Accounting line** field, enter **1**.
10. In the **Reference type** field, select **Partial**.

The screenshot displays the AFIS Internal Transaction Agreement (ITA) form. The top navigation bar includes links for Home, Personalize, Accessibility, App Help, and About. The main header shows the document title 'Internal Transaction Agreement(ITA)' and various metadata fields like Dept, ID, Ver, Function, and Phase. The 'Reference' tab is active, showing fields for Ref Doc Code, Ref Doc Dept, Ref Doc ID, Ref Vendor Line, Ref Accounting Line, and Ref Type. The 'Posting' section at the bottom indicates 'Total Lines: 0' and 'Posting Line: none'. The 'Validate' button is highlighted in the bottom toolbar.

- D. Check the ITA document for errors and submit it.
 1. Click the **Validate** button to check for errors. If any errors exist, fix the errors and click the **Validate** button again. If the validation is successful, the following message is displayed in the upper left corner of the screen: **"Document validated successfully."**
 2. Click the **Submit** button.
 3. Click **Close** to return to the Document Catalog.
 4. Click **Home** in the Primary Navigation Panel to return to the Home Page.

7.6. Research Updates Made by Inter-Agency Transfer Expenditures

The Accounting Journal (JACTG) query page is the main source of detailed transaction data. Users can navigate to the Accounting Journal by using the Jump to field in the Primary Navigation Panel, or the Page Search feature on the Secondary Navigation Panel. The Accounting Journal search feature enables users to narrow down the list of documents displayed. Once the document is located, the information can be reviewed for accuracy.

7.7. Inter-Agency Transfer Operating

A non-revenue transfer that moves funds between operating accounts uses a variation of the Internal Exchange documents, called the Internal Transaction Initiator Operating (ITIOP) document and the Internal Transaction Agreement Operating (ITAOP) document. The State workflow process is the same as the process for standard ITI and ITA documents (GL-TB-003). On the ITIOP and ITAOP documents the default Event Type will be different which will tell the system that these documents are processing an Operating transfer.

The available Event Types for the ITIOP and ITAOP documents are:

- INZ1 - Expenditure Transfer
- INZ2 - Revenue Transfer (Residual Equity)
- INZ3 - Expenditure to Revenue Transfer

7.8. Inter-Agency Transfer Balance Sheet

A non-revenue transfer that moves funds between Balance Sheet accounts uses a variation of the Internal Exchange documents, called the Internal Transaction Initiator Balance Sheet (ITIBS) and the Internal Transaction Agreement Balance Sheet (ITABS) document. These documents are based on the standard ITI and ITA documents but the workflow approval process ends with the General Accounting Office.

The available Event Types for the ITIBS and ITABS documents are:

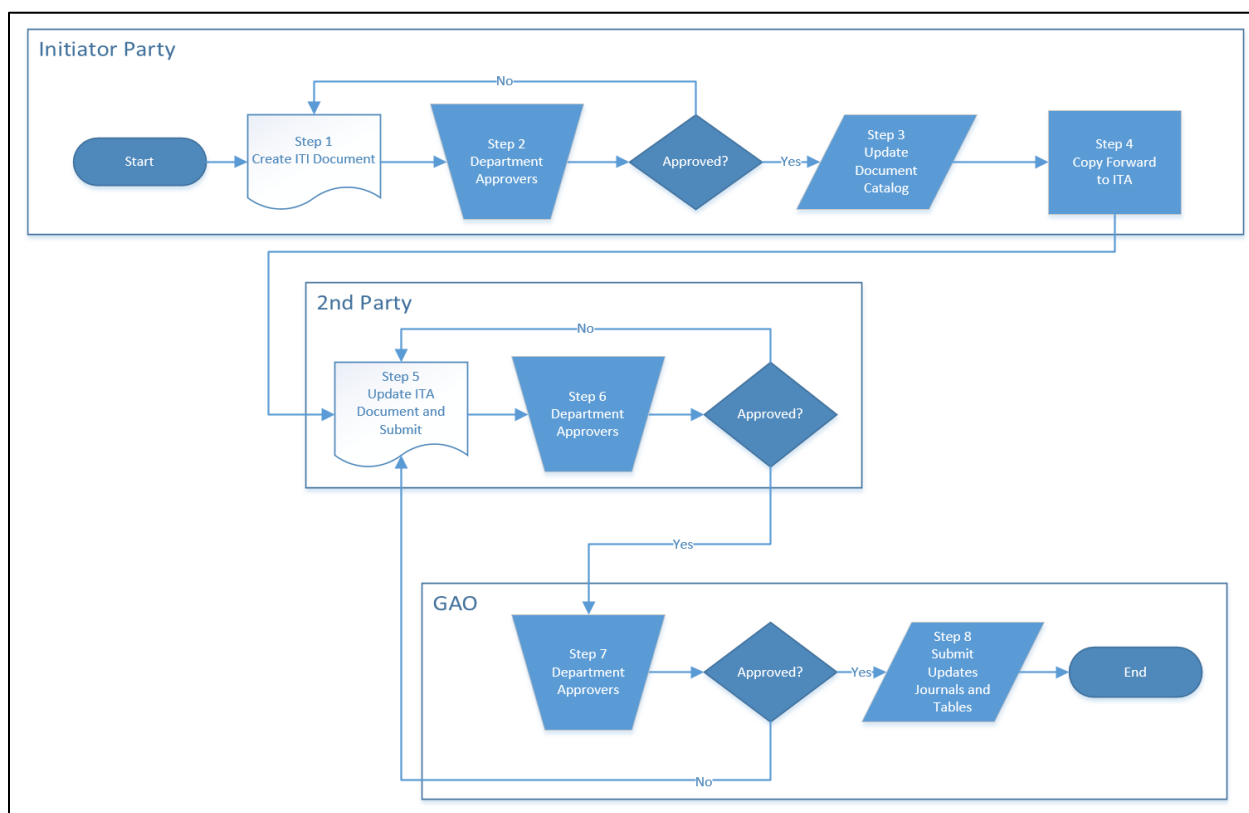
- INZ4 - Asset Transfer
- INZ5 - Liability Transfer
- INZ6 - Asset to Liability Transfer
- INZ7 - Liability to Revenue Transfer
- INZ8 - Asset to Revenue Transfer
- INZ9 - Asset to Expenditure Transfer
- INZ0 - Liability to Expenditure Transfer

State Process Overview

This is a State designed process. Your department may have different requirements. This process is similar to the process referenced in GL-TB-004 and represented by Figure 8 below.

1. The end user creates an ITIBS transaction. The ITIBS is the initiator transaction.
2. The initiating department is responsible for review and approval of the transaction. If the transaction is setup incorrectly, the approver may reject the transaction back to Step 1 of

- the process. If the review and approval finds the document information complete, then proceed to Step 3.
3. The final approver in the process approves the transaction and the document is submitted to final status and updates the appropriate Accounting Journals and Budget Structures/Inquiries. No debits and credits occur upon the submission of the document.
 4. The initiating department opens the previously processed ITIBS transaction and copies forward the transaction to an ITABS document. Information from the ITIBS (sending department) information is brought into the ITABS document to shorten data entry requirements.
 5. The sending department updates the ITABS document with receiving Chart of Accounts related information. This will be balance sheet related Chart of Accounting information.
 6. The sending department is responsible for review and approval of the transaction. If the transaction is setup incorrectly, the approver may reject the transaction back to Step 5 of the process. If the document needs to be rejected entirely and the entire process cancelled, then the user should also notify the Initiator department to create a cancellation version of the ITIBS transaction. If the review and approval finds the document information complete, then proceed to Step 7.
 7. The General Accounting Office will be the final approver of an Internal Balance Sheet Account transfer transaction. If the document needs to be rejected entirely and the entire process cancelled, then the user should also notify the Initiator department to create a cancellation version of the ITI transaction.
 8. The final approver in the process (GAO) approves the transaction and the document is submitted to final status and updates the appropriate Accounting Journals and Cash Balance inquiries.

Figure 8: Workflow Process Diagram for ITIBS/ITABS Documents (GL-TB-004)

7.9. Cancel an Inter-Agency Transfer Expenditure

If errors are made or discovered in the document creation or review process, the document can be cancelled or returned for correction depending on where in the approval process the document is.

Example

When using the two-document method to complete a transfer:

1. The second party discovers errors in the received pending ITA document
2. The ITA document is rejected
3. The ITI document must be cancelled
4. The initiating party creates a new ITI document
5. The new ITI document is copied forward to a new ITA document
6. The new ITA document is submitted for approval

Lesson Summary

In this lesson, you:

- Identified the State workflow process for Inter-Agency Transfer Expenditure documents
- Examined the Inter-Agency Transfer Expenditure documents
- Created an Internal Transaction Initiator document
- Created an Internal Transaction Agreement document
- Researched the updates made by the Inter-Agency Transfer Expenditure documents
- Reviewed the Inter-Agency Transfer Operating documents
- Reviewed the Inter-Agency Transfer Balance Sheet documents
- Cancelled an Inter-Agency Transfer Expenditure document

Check Your Progress

1. The ITI and ITA documents are completed by the same user.
 - a. True
 - b. False
2. Internal transactions can be processed _____.
 - a. Between departments
 - b. Within departments
 - c. Between States
 - d. Both a and b
 - e. None of the above

8. BATCH PROCESSING OVERVIEW

Learning Objectives

In this lesson, you will:

- Review the Fiscal Year table
- Review the Accounting Period table
- Examine the open activity processes
- Examine the available batch and chain jobs

Lesson Overview

The General Accounting Office is responsible for managing system-wide settings that determine what happens to accounting transactions at the end of a Fiscal Year or Accounting Period. This lesson reviews the Open Activity management processes in AFIS as well as some of the available batch jobs and chain jobs that handle offline processing.

8.1. Fiscal Year

The Fiscal Year (FY) table is used to establish and verify the valid fiscal years and budget fiscal years in AFIS. All transactions and processes must be executed within a valid year. Verification of the fiscal year used on a transaction not only ensures a valid fiscal year is entered on transactions but also that the year is open for transactions.

The screenshot shows the AFIS application interface. The top navigation bar includes the AFIS logo, a 'Jump to: FY' dropdown, and links for Home, Personalize, Accessibility, App Help, and About. The main content area is titled 'Fiscal Year' and contains a table with the following data:

Fiscal Year	End Date	Closed	Archived	Closing Process Run
✓ 1990	06/30/1990	Yes	No	Yes
1991	06/30/1991	Yes	No	Yes
1992	06/30/1992	Yes	No	Yes
1993	06/30/1993	Yes	No	Yes
1994	06/30/1994	Yes	No	Yes

Below the table are navigation links: First, Prev, Next, Last. A 'Menu Back' link is also present. Below the table is a form for adding or editing a fiscal year record:

Save Undo Delete Insert Copy Paste Search

*Fiscal Year : 1990

End Date : 06/30/1990

Closed : ☒

Archived : ☐

Closing Process Run : ☒

Soft Close

Each fiscal year record on the FY table is defined by the year and the end date. When the fiscal year is closed to further activity, the Closed check box needs to be checked, either manually or by the offline

closing process. This type of close is called a “soft” close. Once a fiscal year has been marked as closed, only document codes that are both marked Soft Close Override Allowed on the Document Control (DCTRL) table and processed by users with appropriate override authority are accepted by the system.

Hard Close

For a fiscal year record on the FY table, the Close Process Run check box is checked only by the offline closing process. This type of close is called a “hard” close. Once a fiscal year has been marked as Close Process Run, only document codes that are both marked Hard Close Override Allowed on the Document Control (DCTRL) table and processed by users with appropriate override authority are accepted by the system.

8.2. Accounting Period

The Accounting Period (APD) table is used to establish, maintain, and validate accounting periods used in AFIS. Valid accounting periods can be defined for each fiscal year. The APD table can also be used to provide period-end, period closing, and adjustment information that effects transaction processing. The APD table must be updated before beginning a new fiscal year.

For each defined accounting period on the APD table, the following fields are available:

- **Fiscal Year** – Enter or use the pick list to select a valid value from the Fiscal Year (FY) table
- **Period** – Enter the identification number associated with the period within a fiscal year
- **Quarter** – Enter the fiscal quarter within which this accounting period is defined, there are four quarters in a fiscal year
- **Name** – A field for a user defined name associated with the accounting period; should be descriptive since it is used in reporting
- **End Date** – Enter the last calendar date of the accounting period
- **Adjustment Period** – A check box that, when checked, indicates that the accounting period is to be used for end-of-the-year adjustments
- **Closed** – A check box that, when checked, indicates that the accounting period is closed to further activity; also known as a soft close
- **Closing Process Run** – A Yes/No field that is only set to Yes by the offline closing process. When set to Yes, it indicates that the Closing Process has been successfully run against the accounting period; this is also known as a hard close

8.3. Open Activity Processes

Certain types of open accounting activity need to be addressed at fiscal year-end. One reason for this is that such activity would be selected by the Annual Close process and closed out as a nominal account. In the case of a real account, the activity would be rolled forward into the new year. Open encumbrances using budgets that are expiring will be lapsed at the end of the fiscal year. For example, annual (Type 1)

appropriations will lapse at the end of each year, while other multi-year appropriations will not lapse until the end of the final year of the budget.

Encumbrances that do not lapse will not be rolled forward to the new budget fiscal year (BFY). Instead, they will be tracked using the original budget fiscal year (BFY) and continue to match the BFY of the associated budget.

Accounting Based Document Lapse

When accounting documents, such as General Accounting Pre-Encumbrance (GAP) and General Accounting Expenditure (GAX) documents, are lapsed, an Accounting Based Document Lapse (ABDL) document is created with a zero-dollar final reference to close out the remaining open balance. This way the original line amount is retained on the document when activity is lapsed.

The ABDL Document Code contains the same sections and fields as the General Accounting Pre-Encumbrance (GAP) Document Code and contains most of the same fields and sections as the General Accounting Expenditure (GAX) Document Code. However, the ABDL document should only be created by the Open Activity Lapse chain job is run in Update mode.

Roll/Lapse Detail Pre-Selection

The Roll/Lapse Detail Pre-Selection (RLPSD) page identifies each selected open accounting line found when the Open Activity Roll, Open Activity and Budget Roll, or Open Activity Lapse chain jobs are run in Pre-Selection mode.

There are two fields that allow user interaction. The Approved check box indicates if a pre-selected record is approved for roll, lapse, or accrual. The Action drop-down menu has four choices: Roll, Lapse, Accrue, and No Action. For the Roll, Lapse, and Accrue actions, an offline batch program is run to process the activity. If No Action is selected the record will not be picked up by any of the offline batch programs.

Roll/Lapse Summary Pre-Selection

The Roll/Lapse Summary Pre-Selection (RLPSS) page is a summary query of the RLPSD page that simplifies the process of approving or unapproving all of the accounting lines on the RLPSD for a given document at one time for one of the four actions: Roll, Lapse, Accrue, and No Action.

The RLPSS page data consists of a link to open and review the document as well as summary amounts that give a total closed and total open for all selected accounting lines of a document. When all accounting lines for a document on the RLPSD page have the Selected Date field populated, the RLPSD Closed Amount Sum and RLPSD Open Amount Sum columns on the RLPSS display \$0.00 which means that there is nothing left to Roll, Lapse, or Accrue. The Lines Processed column will also read "All" in this situation.

Open Activity Options by Department

The Open Activity Options by Department (OAOD) page and batch job by the same name can be combined to perform a change to the Action and Approved fields on the Roll/Lapse Pre-Selection pages for multiple combinations of department and document codes.

8.4. Batch Processing

Batch jobs and chain jobs are offline automated processes that perform a high volume of tasks efficiently and accurately. There are several batch jobs available in the General Accounting area. Each of the batch jobs has a defined purpose and should be run as required by the General Accounting Office.

Table 8 below lists the batch jobs that are available along with a description of the job's function.

Table 8: General Accounting Batch Jobs with Descriptions

Job Name	Description
Bank Account Balance (ABAL)	Updates the Bank Account Balance (ABAL) page with a day's worth of increases and decreases to cash, outstanding disbursements, and outstanding deposits
Begin Day Balance Batch	Increments the Application Date forward to signify the completion of a nightly cycle
Cash and Fund Balance Sync Process	Synchronizes the data involved with Cash and Fund Balance tracking with data recorded from document processing when a discrepancy is reported by the System Assurance 2 report or other diagnostic report
Open Activity Roll Update	Only run automatically by the Open Activity Roll and Open Activity and Budget Roll chain jobs to load document modifications
Open Activity Options by Department	Uses the data setup on the Open Activity Options by Department page to make changes to Roll/Lapse Pre Selection Detail records
Populate FY Beginning Balance	Runs after an Annual Close and a running of the Ledger Engine batch job to ledgerize the journal records from Annual Close

Batch jobs are processed and reviewed by navigating to the Job Manager using Page Search.

Steps

1. In the Secondary Navigation Panel, click **Search**.
2. Click **Page Search**.
3. In the **Page Code** field, enter **BATRUN**.
4. Click **Browse**.
5. Click the **Job Manager** link. The Job Manager opens in a new window.
6. In the Job Manager Secondary Navigation Panel, click **Financial**.
7. Click **General Accounting**.
8. Click **Batch Jobs**.
9. Click the desired batch job. The Job Summary or Report Summary window will display.

Chain Jobs

Chain jobs are also managed using the Job Manager. Table 9 below lists the chain jobs that handle General Accounting annual closing processes along with a description of the job's function.

Table 9: General Accounting Chain Jobs with Descriptions

Job Name	Description
Annual Close	Facilitates movement of nominal and real account balances from an accounting fiscal year that is being closed to the subsequent accounting fiscal year
Open Activity Lapse	One of three chain jobs used in the maintenance of open activity at the close of a year. This job closes out the activity in the old year with a referencing document that only liquidates the activity
Open Activity Roll	One of three chain jobs used in the maintenance of open activity at the close of a year. This job can either take the open activity in the old BFY and FY forward into the next year or accrue the activity with a document modification
Open Activity and Budget Roll	One of three chain jobs used in the maintenance of open activity at the close of a year. This job takes the activity in the previous budget fiscal year forward into the next year with a document modification, while also reverting and carrying forward budget authority to cover the rolled accounting activity
Pre Annual Close Sweep	Reads a specified input ledger for accounting activity in a prior fiscal year which should be swept out of that year and into the subsequent fiscal year before an Annual Close is performed against the prior year. During the sweep, the chain job creates Journal Voucher (JV) documents.
Automated Accrual Process	Creates documents for payments made in the current year with services dates that spanned into the prior year. The prior year portion of accrued expenditures, according to those service dates, is removed from the current year and booked into the prior year
Automated Accrual Clearing Process	Creates documents for disbursements and internal cash expenditures with service dates that spanned into the prior year. The prior year portion of the cash expenditure, according to those service dates, is removed from the current year and booked into the prior year. If there was a prior year accrual, that is reversed.

Lesson Summary

In this lesson, you:

- Review the Fiscal Year table
- Review the Accounting Period table
- Examine the open activity processes
- Examine the available batch and chain jobs

Check Your Progress

1. All documents of the same document type must be either lapsed or rolled, they cannot be separated.
 - a. True
 - b. False
2. Batch jobs can be run _____.
 - a. By Department managers
 - b. By the General Accounting Office
 - c. Automatically
 - d. Both b and c

9. BUDGET FISCAL YEAR STAGING

Learning Objectives

In this lesson, you will:

- Review the Budget Fiscal Year Staging processes

Lesson Overview

The General Accounting Office is responsible for managing system-wide settings that determine what can be processed in AFIS and when it can be processed. This lesson reviews the Budget Fiscal Year Staging configuration process in AFIS.

9.1. Budget Fiscal Year Staging

Budget Fiscal Year Staging refers to the rules established in AFIS for when budget and accounting documents with associated event types can be processed for a given budget fiscal year (BFY). During each BFY, most State and Local government entities have a variety of processing rules that identify what types of documents can be processed and when they can be processed.

The following terms are used in describing the functionality of BFY Staging:

- **Profile** – A collection of BFY Staging rules that define what can happen in established segments of time for documents and event types
- **Stage** – A segment of time defined in a profile. Each profile will have at least one stage defined
- **Profile Assignment** – The definition of a BFY and one or more Chart of Accounts codes that will use a profile. Assignments can use a wildcard value of **ALL** for COA codes

Profiles are accessed by opening the Budget Fiscal Year Stage Profile Select (BYSTPFSL) table. On this table, users can select and view an existing profile using the **View BFY Staging Profile** link or create a new profile using the **Add BFY Staging Profile** link.

Staging Profile	Staging Profile Name
✓ A	Single Year Appropriations (Accounting Control Model A)
B	Single Year Appropriations (Accounting Control Model B)
C	Continuing Appropriations (Accounting Control Model C)
D	Multi Year Appropriations (Accounting Control Model D)

Setup Tables

The BFY Staging Profile and BFY Stage Definition tables together make up the BFY Staging Profiles in AFIS.

The BFY Staging Profile table consists of the first three sections in the BFY Staging Profile and these contain the information used to define the profile, stages, and document events that are controlled by the profile.

- **Staging Profile Summary** – Contains the summary information for the profile which includes the unique identifier Staging Profile and the user-defined Staging Profile Name
- **Stage Definition** – Contains the stages for the selected profile along with their descriptions
- **Document Events** – Contains the rules that govern what activities are permissible for the selected profile and stage combination

The BFY Stage Definition table consists of the last four sections (each section also has its own page code) in the BFY Staging Profile: **Spending**, **Revenue**, **Balance Sheet Account**, and **Non-Accounting**. These sections are used to view the profile assignments for all BFY Staging Profiles. If changes need to be made, each of the stage definition tables can be accessed by clicking the links at the bottom of the page.

The BFY Stage Definition tables are listed in Table 10 below.

Table 10: BFY Stage Definition Tables

Page Code	Table
BYSTDFSP	Spending BFY Stage Definition
BYSTDFRV	Revenue BFY Stage Definition
BYSTDFBS	Balance Sheet Account BFY Stage Definition
BYSTDFNA	Non-Accounting BFY Stage Definition

BFY Staging Profile

The first three sections that define the profile use filtering that only shows records on one section for the selected record on a previous section. For example, the Document Events are only shown for the selected Stage within a selected Profile.

Staging Profile Summary

The Staging Profile Summary section contains the following fields for user entry:

- **Stage Profile** – A required unique identifier assigned to the profile
- **Stage Profile Name** – A required text field that contains a name for the profile

Stage Definition

Each record in the Stage Definition section contains the following fields, only one requires user entry:

- **Stage** – A system generated unique identifier for a stage within a profile
- **Description** – A required text field that contains a name for the stage

Document Events

Each record (rule) in the Document Events section contains the following fields:

- **Document Code** – Requires a document code from the Document Control table
- **Document Code Name** – The name for the selected document code is inferred from the code
- **Event Type** – Requires an event type for the document code from the Allowable Event Types for Document Code table
- **Event Type Name** – The event type name is inferred from the event type
- **AFY versus BFY** – Defines the relationship of Accounting Fiscal Year and Budget Fiscal Year that will be allowed with the document code and event type combination
 - **Posting FY must be BFY** – Restricted, must be the same. This is the default value
 - **Posting FY must be greater than BFY** – Restricted, must be greater
 - **Posting FY must be less than BFY** – Restricted, must be less
 - **Unrestricted** – FY and BFY will not be evaluated for the BFY Staging rule

- **Referencing** – Defines the referencing requirements of a document code and event type combination. A Posting line that has a Line Function of Liquidation will not be evaluated against this rule for the event type and document code being liquidated
 - **Required** – A reference must be made with the document code and event type combination that has a Reference Type of Partial, Final, or Inverse. A Reference Type of Memo will not satisfy the rule
 - **Not Allowed** – Only a reference to a document code and event type combination that has a Reference Type of Memo or no Reference Type at all will be allowed. A Reference Type of Partial, Final, or Inverse will not satisfy the rule
 - **Unrestricted** – The reference information will not be evaluated for the BFY Staging rule. This is the default value
- **Line Action** – Defines the referencing requirements of a document code and event type combination. Evaluation of this value uses the Account Type and Code Type fields for the Posting line as shown in Table 11 to determine if it represents an increase or decrease for BFY Staging

Table 11: Posting Line Action Increase or Decrease

Code Type	Account Type	Debit	Credit
Spending		Increase	Decrease
Revenue		Decrease	Increase
Balance Sheet Account	Asset	Increase	Decrease
Balance Sheet Account	Liability	Decrease	Increase
Balance Sheet Account	Equity	Decrease	Increase
Balance Sheet Account	Asset Offset	Decrease	Increase
None of the Above		Increase	Decrease

- **Increases Only** – Only posting lines that are considered an increase are allowed
 - **Decreases Only** – Only posting lines that are considered a decrease are allowed
 - **Unrestricted** – The line action information will not be evaluated for the BFY Staging rule. This is the default value
- **Liquidation Lines** – A checkbox that, if checked, indicates the staging rule will only apply to a liquidation posting line. This box should be checked when a staging rule should only apply to liquidation posting lines and not to non-liquidation posting lines

BFY Stage Definition

Each of the four BFY Stage Definition pages: Spending, Revenue, Balance Sheet Account, and Non-Accounting, contain the same three sections. These pages are used to define a combination of BFY and COA elements available for a profile assignment as well as the stage start and end dates for each stage in the profile assignment.

Profile Assignments

The Profile Assignments section is used to assign a profile to a combination of BFY and COA elements. For the COA elements, a value of **ALL** can be entered that stands for all values of the field including blank. The following fields are available in the Profile Assignments section:

- **Budget FY** – Valid values must be defined on the Fiscal Year table or be 9999 for a multi-year record
- **Fund** – Requires a valid value from the Fund table, or ALL
- **Department** – Requires a valid value from the Department table, or ALL
- **Appr Unit** – Only on the Spending table, requires a valid value from the Appropriation table, or ALL
- **Revenue** – Only on the Revenue table, requires a valid value from the Revenue Source table, or ALL
- **BSA** – Only on the Balance Sheet Account and Non-Accounting tables, requires a valid value from the Balance Sheet Account table, or ALL
- **Staging Profile** – The profile, to which an assignment should follow, requires a valid profile value from the Staging Profile Summary page. The value ALL is not allowed
- **Staging Profile Name** – A text field for the name of the profile, inferred from the Staging Profile entered

Stages

The Stages section is used to assign starting and ending dates to each stage in a profile. Stages are not allowed to have a gap between the end date of one stage and the start date of the following stage. AFIS will automatically adjust the dates for prior and subsequent stages based on the data entry for the current stage. Most of the fields in this section are inferred from the selected Profile Assignment record. The following fields require data entry:

- **Stage Start Date** – Defines the start date of the stage for the given profile
- **Stage End Date** – Defines the end date of the stage for the given profile. If the stage needs to extend indefinitely, then the date selected should be far in the future

Document Events

The Document Events section does not require any data entry. It allows users to browse the various rules defined for the selected profile and stage.

Lesson Summary

In this lesson, you:

- Reviewed the Budget Fiscal Year Staging processes

Check Your Progress

1. BFY Staging Profiles require more than one stage.
 - a. True
 - b. False
2. Stages may start up to one week after the prior stage ends.
 - a. True
 - b. False

10. GENERAL ACCOUNTING REPORTING

Learning Objectives

In this lesson, you will:

- Review reports available in General Accounting

Lesson Overview

AFIS includes several reports for monitoring General Accounting.

10.1. Reports

The key reports needed to support the AFIS General Accounting business processes are listed below.

- **FIN-AZ-GA-N368** - Totals for all Revenue & Expenditure Transfers - This report displays all Revenue & Expenditure Transfers by document, accounting period, department, fund
- **FIN-AZ-GA-N371** - Totals for Operating Transfers - This report displays all operating transfers by document, department, fund class and fund
- **FIN-AZ-GA-N388** - Outstanding Open Items - Lists all Documents with an open balance by Document Department and Document Code
- **FIN-AZ-GA-N457** - Open Transfers by Initiating Department - This report shows all open transfers where ITI is Final and ITA has not been processed
- **FIN-AZ-GA-N389** - YTD Balance Sheet Detailed Transaction - This report contains the Detailed General Ledger transactions, starting with beginning balance for the prompted fiscal year and lists transactions through to the end of the prompted fiscal period. This report is cumulative through APD "[Accounting Period Prompt]"+."
- **FIN-AZ-GA-N397** - Detailed Transaction Listing - The Report shows detailed journal accounting transactions for a time range from Date to Date with a given Fiscal Year

Lesson Summary

In this lesson, you:

- Reviewed reports for General Accounting

Appendix

ANSWER KEYS

Lesson 2

1. b. False (**Section 2 - Lesson Overview**)
2. b. False (**Section 2.1 – Posting Codes and Event Types**)
3. c. Hard (**Section 2.2 – Functions**)

Lesson 3

1. a. True (**Section 3.1 – Cash Balance**)
2. d. Both a and c (**Section 3.2 – FY Balance Sheet Detail**)

Lesson 4

1. d. Activity (**Section 4.1 – Decentralized COA codes**)

Lesson 5

1. b. False (**Section 5.2 – Vendor**)
2. c. Records an Internal Encumbrance on funds (**Lesson 5 overview**)

Lesson 6

1. b. False (**Section 6.3 - Data Entry**)
2. b. Vendor (**Section 6.2 - Internal Exchange Transaction Document Components**)

Lesson 7

1. b. False (**Section 7.1 – Figure 5**)
2. d. Both a and b (**Answer seems to be by omission of any restriction instead of a positive statement that confirms both are allowed**)

Lesson 9

1. b. False **I was unable to find the appropriate reference point for this answer**
2. d. Both b and c **No direct info found to support answer B**

Lesson 10

1. b. False (**Section 10.1. - Budget Fiscal Year Staging**)
2. b. False (**Section 10.1 – Stages**)